

Consultants in Construction Scheme

SCM1191 Scheme Conditions

Construction-related Consulting Services valued below $9M

October 2023

Published by Department of Regional NSW

b[uy.nsw.gov.au](https://buy.nsw.gov.au/)

Title: SCM1191 Scheme Conditions

Subtitle: Construction-related Consulting Services valued below $9M

Department reference number: DOC21/312278

More information

Contact the NSW Procurement Service Centre

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What’s Changed?

**From 1 August 2023, a new Infrastructure Advisory (IA) Services Contract Framework is recommended for use by Agencies**

The IA contract framework is recommended for use by NSW Government agencies starting 1 August 2023. After this date, agencies are encouraged to use the IA contract framework for all new procurements of IA Services, inclusive of the following recommended Whole-of-Government schemes:

* Consultants in Construction up to $9M Scheme (SCM1191)
* Consultants in Construction above $9M Procurement List (SCM10611)
* Performance and Management Services Scheme engagement type 15 (SCM0005)
* Government Architect's Strategy and Design Scheme (SCM0801)

Please refer to the [infrastructure advisory services category page](https://buy.nsw.gov.au/resources/infrastructure-advisory-services) on [buy.nsw](https://buy.nsw.gov.au/) for more details and copies of the contract templates and tools.

**From 1 November 2022, the newly established IA Standard Commercial Framework is recommended for use by Agencies as guidance for all engagement types in this Scheme**

The Infrastructure Advisory Standard Commercial Framework (IA SCF) includes the following recommended commercial elements:

* Standardised resource and service types
* Capped daily resource rates
* Discount structure
* Expenses policy.

**From 29 November 2020, NSW Government Agencies can no longer use Scheme SCM1191 for procurements above $9M ex GST as a result of the introduction of the Enforceable Procurement provisions (EPP) by the NSW Procurement Board.**

To facilitate procurements above $9M ex GST, a separate Procurement List was established. Agencies are encouraged to use that Procurement List for procuring construction-related consulting services above $9M.

Where To Start

buy.nsw

All relevant documents related to SCM1191 can be found on buy.nsw at <https://buy.nsw.gov.au/schemes>, including:

* Scheme Conditions (this document)
* Applicant Guidelines
* Agencies Guidelines

Terms and Definitions

Some terms and words used in this document have a defined meaning.

Refer to Attachment A to identify the terms and their meaning.

Application to be included on the Scheme

The NSW Government invites Suppliers to make an application to be included on this Scheme.

All applications must be made through the buy.nsw Supplier Hub. Guidelines for Applicants have been published with additional details on how to register and apply.

Before commencing the Application process, Applicants must register on the buy.nsw Supplier Hub website using the following link:

<https://buy.nsw.gov.au/login/signup>

Prequalification Information

Information about prequalification for this Scheme is available on the [buy.nsw Supplier Hub](https://info.buy.nsw.gov.au/schemes/consultants-in-construction-scheme).

Enquiries

The government agency responsible for this Scheme can be contacted for further information and inquiries at:

Category Manager Construction  
NSW Public Works (NSWPW), Department of Regional NSW  
email: [consultant.prequal@pwa.nsw.gov.au](mailto:consultantprequal@finance.nsw.gov.au)

4 Parramatta Square, 12 Darcy Street, Parramatta NSW 2150

Locked Bag 5022, Parramatta NSW 2124

For specific inquiries about the IA Commercial & Contract Frameworks, please contact [infra-advisory@treasury.nsw.gov.au](mailto:infra-advisory@treasury.nsw.gov.au)

Schedule of Document Amendments

|  |  |  |
| --- | --- | --- |
| **Revision Number** | **Date** | **Update Description** |
| 1 | October 2023 | * Updated section 2.1 adding details to descriptions of Architecture work sub-categories * Updated current Scheme expiry date * Added reference to new Board Direction PBD 2023-01 -Skills, training, and diversity in construction * Added information about IA Services Contract Framework * Added schedule of document amendments * Replaced links to eTendering with buy.nsw Supplier Hub * Corrected format for buy.nsw and NSW Public Works * Updated description of ABN requirements on section 3.1 Conditions for Participation * Updated reference to ISO 45001 WHS standard * Updated description of requirements for Referee Reports under section 3.1 Technical Ability * Removed section 3.1.5 Additional Information * Removed references to SME and Regional Procurement Policy for goods and services * Added reference to PBD 2019 -03 Access to government construction procurement opportunities by SMEs * Updated references to PBD 2020-03: Skills, training, and diversity in construction under section 8.8 * Removed reference to WHS second-party audit reports as evidence for compliance with WHS requirements * Updated wording and various requirements for work categories under Appendix B |

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# 1 SCM1191 Overview

## 1.1 Construction-related Consulting Services

This Scheme covers the provision of consultancy services valued up to $9M. It covers six main Work Categories divided into thirty-eight sub-categories (service types):

1. Architectural
2. Assessment
3. Engineering
4. Planning
5. Management
6. Security Consultants & Security Equipment Specialists

Further details on the description of requirements, services, work categories, sub-categories, and qualifications are provided in Appendix B of this document.

Applications for memberships are continuously open.

The Scheme is set to expire on 31 December 2025 and may be extended beyond that date.

## 1.2 NSW Government Construction Pipeline of Work

The NSW Government is committed to the continued transparency of its project pipeline, to attract investment and early participation in the design, construction, management and operation of major infrastructure projects across the whole of NSW.

Applicants and Suppliers are encouraged to view detailed information about upcoming projects at [the pipeline of projects page of Infrastructure NSW](https://www.infrastructure.nsw.gov.au/industry/construction-industry/pipeline-of-projects).

## 1.3 Out of Scope

Services not explicitly listed at section 2 are considered as out-of-scope for this Scheme.

Applicants are to note that other mechanisms exist for the NSW agencies to procure the services listed at section 2 in addition to this Scheme, including:

* Open approach to market (in accordance with Part 4 of the EPP)
* Procurement List for Consultants in Construction above $9M ex GST
* Procurements from government bodies that are not listed at Schedule 1 of the EPP may also use procurement mechanisms other than this Scheme.

## 1.4 Financial Thresholds

Applicants are required to identify the financial threshold for which they are seeking prequalification for. Each threshold represents the total contracted/estimated fee for which a consultant can be engaged in the provision of professional services for construction projects. The thresholds are not related to the total value of a construction project.

There are two thresholds for prequalified suppliers under this Scheme:

* Registered Consultants — Engagements up to $250,000 ex GST
* Certified Consultants — Engagements up to and over $250,000 but below $9M ex GST

For consultancies above $9M, please refer to the SCM10611 Procurement List for Consultants in Construction.

## 1.5 Supplier Hub Registration vs. Prequalification

Registration on the buy.nsw Supplier Hub portal (using the self-registration process) is not equivalent to the Legal Entity prequalification/membership to the Scheme.

Scheme membership/prequalification is only granted once the online application has been lodged and approved by the Scheme Owner. Prequalification does not extend to related or subsidiary companies or entities of a prequalified supplier.

Applications lodged using business names are **not** considered valid for scheme membership/prequalification and will be rejected.

## 1.6 Application Process

The application process is described in detail at section 3 of this document, including the conditions for participation that Applicants must satisfy for inclusion on the Scheme.

Guidelines for Applicants are also available on [buy.nsw](https://buy.nsw.gov.au/help/schemes#help-and-support) at the [Consultants in Construction Scheme page](https://info.buy.nsw.gov.au/schemes/consultants-in-construction-scheme).

Applications must be lodged through the online [buy.nsw](https://buy.nsw.gov.au/login/signup) Supplier Hub system.

Before commencing the Application process, Applicants must register on the buy.nsw Supplier Hub. This is mandatory to undertake business with the NSW Government.

Once registered, Applicants must use the online Application form available at [buy.nsw](https://buy.nsw.gov.au/scheme/341FD096-090A-B129-43EE2AA4F09FE7)

## 1.7 Eligibility Criteria

Applications for this Scheme will be assessed based (but not limited to) on four main criteria:

1. Legal Capacity
2. Financial Capacity
3. Commercial Ability
4. Technical Ability

Details on the conditions for participation are specified in section 2 and 3.1 of this document.

## 1.8 Prequalification Requirements

Applicants for prequalification are required to meet eligibility criteria and demonstrate achievement across all the above overarching criteria against which applications are assessed.

# 2 Work Categories (Capabilities)

## 2.1 Architectural

|  |  |  |
| --- | --- | --- |
| Category | Category Reference | Summary description |
| **Architectural – General** | 201 | Provision of services in the planning and documentation of new and refurbished facilities including the preparation of design briefs, development of master plans, facility planning, user consultation, concept and schematic designs, detailed designs, and construction contract documentation.  Architecture – General areas of practice include provision of consultancy/professional services for construction-related projects/capital works of office buildings, fit out and refurbishment, residences, industrial and commercial offices, court houses, police stations. |
| **Architecture – Health** | 203 | Provision of services in the planning and documentation of new and refurbished facilities including the preparation of design briefs, development of master plans, facility planning, user consultation, concept and schematic designs, detailed designs, and construction contract documentation.  Architecture – Health areas of practice include provision of consultancy/professional services for construction-related projects/capital works of allied health care services such as podiatry, speech pathology, dietetics, psychology and social work, nursing homes. |
| **Architecture Planning and Delivery – Health Infrastructure** | 220 | Provision of services in the planning and documentation of new and refurbished facilities including the preparation of design briefs, development of master plans, facility planning, user consultation, concept and schematic designs, detailed designs, and construction contract documentation.  Architecture – Health Infrastructure areas of practice include provision of consultancy/professional services for construction-related projects/capital works of health infrastructure services |
| **Architecture – Education Primary and Secondary** | 202 | Provision of services in the planning and documentation of new and refurbished facilities including the preparation of design briefs, development of master plans, facility planning, user consultation, concept and schematic designs, detailed designs, and construction contract documentation  Architecture – Education Primary and Secondary areas of practice include provision of consultancy/professional services for construction-related projects/capital works of primary and secondary education facilities. |
| **Architecture – Education Tertiary** | 200 | Provision of services in the planning and documentation of new and refurbished facilities including the preparation of design briefs, development of master plans, facility planning, user consultation, concept and schematic designs, detailed designs, and construction contract documentation  Architecture – Education Tertiary areas of practice include provision of consultancy/professional services for construction-related projects/capital works of tertiary education facilities. |
| **Architecture – Correctional** | 204 | Provision of services in the planning and documentation of new and refurbished facilities including the preparation of design briefs, development of master plans, facility planning, user consultation, concept and schematic designs, detailed designs, and construction contract documentation  Architecture – Correctional areas of practice include provision of consultancy/professional services for construction-related projects/capital works of correctional facilities. |
| **Architecture – Heritage** | 219 | Provision of services in the planning and documentation of new and refurbished facilities including the preparation of design briefs, development of master plans, facility planning, user consultation, concept and schematic designs, detailed designs, and construction contract documentation  Architecture – Heritage areas of practice include provision of consultancy/professional services for construction-related projects/capital works of heritage-related work to office buildings, fit out and refurbishment, residences, industrial and commercial offices and non-specialist areas. |

## 2.2 Assessment

|  |  |  |
| --- | --- | --- |
| Category | Category Reference | Summary description |
| **Environmental Impact Assessment** | 400 | Preparation of preliminary environmental investigation reports, environmental constraints mapping and analysis.  Preparation of reviews of environmental factors (REFs), statements of environmental effects (SEEs) or summary environmental reports (SERs) for projects unlikely to have a significant environmental impact.  Preparation of environmental impact statements in accordance with Secretary’s Environmental Assessment Requirements and response to submissions reports (for designated development or other projects likely to have a significant environmental impact) |
| **Biodiversity/Ecological assessment** | 401 | For assessments under the Biodiversity Assessment Method – a consistent method for the assessment of biodiversity values from a proposed development (including major projects), activity, clearing or biodiversity certification, as well as improvements in biodiversity values from management actions undertaken at a stewardship site. Provide guidance on how a proponent can avoid and minimise potential biodiversity impacts, and the number and class of biodiversity credits that need to be offset to achieve a standard of ‘no net loss’ of biodiversity. |
| **Occupational Hygienists** | 402 | Measure worker exposures, assess worker risks and develop controls to improve the workplace environment. Provide advice on control strategies including hazard elimination, engineering modifications, administrative controls and finally personal protective equipment. |
| **Consulting Arborist** | 403 | Advisory services for tree management, including preparation of Arboriculture Reports suitable for public exhibition for rezoning proposals, undertaking arboriculture surveys (including identification of quality and condition of existing vegetation, retention value assessments, identification of tree protection zones), contribution to strategic planning documentation to be submitted to the council, supporting the urban designers, statutory planners and other consultants. |
| **Bushfire Modelling** | 404 | Specialised in providing advice covering fire safety requirements in bushfire zones, including bushfire planning services and the completion of bushfire assessment reports for specific properties, considering the relevant council information, studies, development control plans and other relevant policies/guidelines |
| **Aboriginal Cultural Heritage** | 405 | Comprehensive services for Aboriginal cultural heritage, for example specialist investigations, archaeological excavations, stakeholder liaison and consultation, preparation of significance assessments and conservation and management recommendations, production of high-quality reports including archaeological analysis. |
| **Dispute Managers** | 337 | Management of resolution of disputes arising from contracts between NSW government agencies and service providers under the NSW Government Procurement System for Construction. |
| **Independent Safety Assessor** | 406 | Changes to the Transport Network that are considered to have a 'safety significant' impact require an independent third-party judgement on the validity and suitability of the safety assurance program supporting the change and ultimately the safety argument for the change. |

## 2.3 Engineering

|  |  |  |
| --- | --- | --- |
| Category | Category Reference | Summary description |
| **Civil Engineering** | 118 | Design and documentation of civil structures such as bridges, dams, retaining walls, reservoirs, car parks and roads.  The consultancy requirements of this category are relevant to but not limited by the listed subcategories: Wastewater Treatment, Recycling, Pumping and Pipework, Water Treatment, Recycling, Pumping and Pipework, Flooding, Water Storage, Storm water engineering services and Water resources services. |
| **Electrical - Building** | 115 | Design and documentation of requirements for indoor and outdoor lighting, power, HV/LV reticulation and switchboards, control, uninterruptable power supplies, generators, fire detection and voice and data cabling for site services, architectural facilities and buildings. |
| **Mechanical – Building** | 116 | Design and documentation of requirements for air conditioning, heating, ventilation, domestic hot water, non-potable water, cool rooms, steam, medical/industrial gases, building management and control systems for architectural facilities and buildings for civil works. |
| **Structural Engineering** | 119 | Design and documentation of the structural components of buildings, such as footings, beams, floors, roof structure walls, columns and roadworks, hydraulic & stormwater designs associated with buildings. |
| **Fire Safety Engineering** | 130 | Fire safety engineering and fire safety maintenance services and related advice. Includes advising on system requirements to comply with BCA, providing alternative building solutions, providing advice on maintenance of systems. |
| **Fire Services – Sprinklers** | 117 | Design and documentation of requirements for sprinkler systems. Does not include fire hydrants and hose reels, see Category 111 - Hydraulic. |
| **Geotechnical Engineering** | 109 | Investigation and report on ground conditions, natural behaviour, response to artificially changed conditions and capacity to support civil and architectural structures.  Specialist areas: engineering geology, hydrogeology, soil mechanics, and rock mechanics. |
| **Façade Engineering** | 131 | Design, analysis, inspection, auditing, remedial diagnostics, waterproofing, material analysis for the façade and cladding used on existing and new buildings |
| **Acoustic Engineering** | 132 | Identify the main noise and vibration generating sources and activities at all stages of construction (including demolition), and any noise sources during operation. Outline measures to minimise and mitigate the potential noise impacts to the surrounding area. |
| **Hydraulic – including Town Gas, LPG and Fire Services** | 111 | Design and documentation of hydraulic services within buildings and as site services to buildings, incl. water, sewerage, drainage, stormwater, town gas, LPG and fire hydrants and hose reels. |
| **Traffic & Transport Engineering** | 124 | Advice, design and documentation related to traffic flow on and around sites. |
| **Electrical and Electronics Engineering** | 133 | Design, develop, install, manage and maintain equipment, plant and systems within the electrical, electronic, communication and computer systems areas, being applied to electrical power generation, transmission, distribution and utilisation, manufacture, instrumentation and control in industry, communications networks, electronic plant and equipment, integration and control of computer systems.  Further includes design and improvement of telecommunications systems, hardware and software, systems for media broadcasting and sound, and sophisticated electronics. |

## 2.4 Management

|  |  |  |
| --- | --- | --- |
| Category | Category Reference | Summary description |
| **Project Director** | 335 | Leads and directs all phases of construction from business case development to post-occupancy completion for high-value and high-risk projects.  The Project Director leverages leadership skills and advanced project management skills for the effective planning and delivery of projects to achieve stated benefits realisation objectives. |
| **Project Management** | 313 | Project Management of services to support planning, design, town planning and approval process for capital works and management of construction activities during the delivery, including project management of planning by the head contractor following award of the construction contract and contract administration.  Includes all project management functions for the effective planning and delivery of projects to achieve stated benefit realisation objectives. |
| **Project Manager Planning and Delivery – Health Infrastructure** | 336 | Project Management of services to support planning, design, town planning and approval process for Health-related capital works and management of construction activities during the delivery, including project management of planning by the head contractor following award of the construction contract and contract administration |

## 2.5 Planning

|  |  |  |
| --- | --- | --- |
| Category | Category Reference | Summary description |
| **Value Management Facilitators** | 328 | Value Management Analysis, including value for money analysis, workshop facilitation and report preparation. |
| **Town Planning** | 208 | Specialist advice, design and documentation related to the urban environment to ensure the orderly development of communities.  This category incorporates the shaping of cities, towns and regions by managing development, infrastructure and services. The consultancy requirements of this category are relevant to but not limited by the listed sub-categories: urban planning, master planning services, social and community-based planning services, rezoning services, regional and rural planning services, development assessment, strategic land use services, statutory land use services, transport planning services. |
| **Quantity Surveying** | 301 | Cost planning and estimating services, including cashflows, cost management, cost forecasting of contract documentation. |
| **Compliance and Certification** | 216 | Specialist advice with respect to building regulations Assess building plans to ensure that they comply with the Building Code of Australia (BCA), the Australian Standards referenced within it and any other relevant Building Acts or other legislation or requirements of the jurisdiction the building is in.  Registered certifiers assess and determine applications for development certificates for building and subdivision work. They are regulated by Fair Trading (in accordance with the Building & Development Certifier *Act*). Most certifiers are qualified building surveyors who can issue development certificates for building work, be appointed as the principal certifier, and carry out inspections. |
| **Land Surveying** | 225 | Measurement and mapping of the surrounding environment.  Included subcategories: Resource surveying, engineering surveying and cadastral surveying |
| **Property Assessment Surveys and Detailed Property Assessment Surveys** | 226 | Property Assessment Surveys inspect Residential Properties (dwelling or unit) to assess the conditions of various building components within the property including identifying any defects.  Detailed Property Assessment Surveys inspect high risks building elements which are associated with the whole of the building complex, including structural, hydraulic, electrical, roof inspection, trees, lifts |
| **BCA and Access Consultants** | 227 | Offer building regulations consulting expert advice and derive alternative building solutions, including to ensure Building Code of Australia (BCA) related compliance and proper accessibility for people with a disability |

## 2.6 Security Consultants & Security Equipment Specialist

|  |  |  |
| --- | --- | --- |
| Category | Category Reference | Summary description |
| **Security Consultants & Security Equipment Specialist** | 500 | This category covers security activity as allowed under class 2A and 2B licence. Detailed description is provided in the Security Industry Act1997.  It may also include design, documentation, site inspection, training and commissioning of electronic security systems for Correctional Centres, Court Houses, Police Stations and Juvenile Justice Centres. Special Selection Criteria and Site Conditions apply.  Specialist Areas: Electronic Perimeter Security Systems, Closed Circuit Television (CCTV), Video Conferencing, Guard Tour System, Cell Call System – includes Pass Door Intercom, Access Control Systems, Intruder Alarm Systems, Duress Systems, Public Address System, MATV System, Radio System, Biometrics, X-Ray Screening System, Walk Through Metal Detectors, PABX System, Voice System (Telephones), Data System (Computers), Cabling, Conduits and Pits, Lightning Protection, Uninterrupted Power Supply (UPS), Graphical User Interface (GUI)  *Applicants must comply with NSW Security Licensing requirements in accordance with Security Industry Act 1997, where applicable. Applicant organisations need to have in place a Master License as well as individual Operative licenses for their personnel.* |

# 3. Scheme application

## 3.1 Conditions for Participation

This section contains the conditions for participation that Applicants must satisfy to be included on the Scheme.

### Legal Capacity

Applicants must have the legal capacity to enter into contracts with the NSW Government. The legal capacity of the Applicant will be assessed based on the following criteria:

* A Legal Entity must apply for prequalification in its own right.
* Applicant has a current [Australian Business Number (ABN)](https://www.abr.gov.au/business-super-funds-charities/applying-abn) and the entity name (not the business name), as listed on the ABN Lookup/ASIC Register, is used when lodging an Application.
* Applicants for the Certified threshold must have their ABN number listed under the ABN Lookup for two (2) years prior to the date of their application.
* Trusts (e.g., Smith Family Trust) are not eligible for inclusion on the Scheme.
* Applications must be lodged for and by the Trustee (e.g., Trustee for the Smith Family Trust) on behalf of the Trust using the correct entity name listed on the ABN Lookup.
* Applicants are not applying for the same Work Category/capability or financial threshold as any Supplier who is a related, associated, or subsidiary business entity of the Applicant.
* Applicants are not a joint venture applying for the same Work Category/capability or financial threshold as any of the parties to the joint venture.
* Agreement to the NSW Government Supplier Code of Conduct (refer section 8.4).
* Whether, on reasonable grounds, there is an unacceptable level of risk arising from legal proceedings (including fines) issued or underway against the Applicant in the two years preceding the Applicant’s application.
* Prequalification does not extend to related or subsidiary companies or entities of a prequalified supplier.

### 3.1.2 Financial Capacity

Applicants must have the financial capacity to deliver contracts for the NSW Government. Specifically, Applicants must have appropriate financial assets, be financially solvent and must not be under any form of external administration.

No financial assessment is conducted as part of the prequalification process. However, if required by an agency, the financial capacity of the Applicant may be assessed based on Financial Services Assessment Scheme SCM2491 requirements.

### 3.1.3 Commercial Ability

Applicants must have the commercial ability to deliver contracts for the NSW Government. The commercial ability required differs by Work Category and between the two prequalifcation thresholds (Registered and Certified suppliers).

Appendix B lists the commercial abilities required within each Work Category. Some Work Categories listed at Appendix B require the Applicant to have one or several of the following:

**Insurance requirements**

Professional Indemnity Insurance: Applicants can demonstrate that they are currently insured for the minimum amount of $1M.

Public Liability Insurance: Applicants can demonstrate that they are currently insured for Public Liability. The Public Liability Insurance must be in the name of the Applicant and for an amount not less than $5M.

Workers’ Compensation: Applicants can demonstrate appropriate cover as required when invited for a tender.

**Quality Management System (QMS)**

All work Categories for over $250k, listed at Appendix B of this document, require the Applicant to have demonstrated certification to AS/NZS ISO 9001 through an organization listed by [JAS-ANZ](https://www.jas-anz.org/).

**Workplace Health and Safety (WHS) systems**

Some Work Categories listed at Appendix B of this document require the Applicant to have one of the following commercial abilities:

WHS accreditation to ISO 45001 through an organization listed by [JAS-ANZ](https://www.jas-anz.org/) or

Nominated Key Personnel having relevant qualifications in managing safety with a Certificate IV in WHS or above (e.g., Diploma of Work Health and Safety).

### 3.1.4 Technical Ability

Appendix B of this document lists the technical abilities required for each Work Category:

* Two separate Client/Referee Reports/CPRs for fully completed contracted engagements for each Work Category and Financial threshold applied for
* Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.
* Referee reports for contracted engagements undertaken by the Legal Entity applying for prequalification must **only** be related to the ABN/ACN used for the application.
* Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary entity of the Applicant are not valid for prequalification.
* Applicants must submit two separate applications for each of the financial thresholds (Registered and/or Certified) they wish to be prequalified for.
* For the Certified financial threshold, each Client/Referee Reports/CPRs must be for a fully completed contracted engagement fee above $250,000 (for each work category applied for)

## 3.2 Assessment of Applications

Assessment of applications will be based on the conditions for participation that are specified in section 2 and 3.1 of this document.

Four main criteria are used (but not limited to) to verify that the Applicant satisfies these conditions of participation. Examples (but not limited to) are listed below:

1. Legal Capacity – e.g., a current Australian Business Number (ABN) listed on the ABN Lookup/ASIC Register for the Entity name (**not** the business name) lodging the application.
2. Financial Capacity – e.g., the Applicant is financially solvent and not under external administration.
3. Commercial Ability – e.g., certificates provided (qualifications, licenses, certifications, and accreditations)
4. Technical Ability – e.g., two separate Client/Referee Reports/CPRs for fully completed contracted engagements for each Work Category and Financial threshold applied for.

The following methods may be used to verify that the Applicant satisfies these conditions of participation:

* A lookup on the Australian Business Register (ABR) and Australian Securities and Investments Commission (ASIC) websites to validate information including the ABN, Entity Name, Business Address provided by the Applicant.
* Evaluation of the Applicant’s commercial and technical abilities based on the information and the Client/Referee Reports/CPRs submitted with the online application.
* Checks to validate the accuracy of any certificates provided, such as for qualifications, licenses, certifications, and accreditations.

## 3.3 Outcome of the Application

Outcomes of both successful and unsuccessful applications will be notified by an automated email to the Applicants’ nominated contact email. Reasons for unsuccessful applications are available on the Applicant’s Supplier Hub account. Debriefs of unsuccessful applications are available upon request by sending an email to [consultant.prequal@pwa.nsw.gov.au](mailto:consultant.prequal@pwa.nsw.gov.au)

If an Applicant is not satisfied with the outcome of its Application, the Applicant may request a formal review or appeal the outcomes of the review.

For further information about review, appeals and complaints, refer to section 5 of this document.

# 4 Prequalified Suppliers

## Bidding for Work

Only Suppliers included on the Scheme may receive invitations from NSW Government agencies to make submissions relating to procurements for work categories listed at section 2 of this document.

Agencies will seek submissions from Suppliers, based on those criteria:

* Nominated Work Category
* Relevant experience
* Financial capacity to undertake the proposed work.
* Availability, capacity, and technical ability for undertaking the proposed work.

## 4.2 No Guarantee of Work

A Supplier’s inclusion on the Scheme does not guarantee:

* Continuity of the inclusion on the Scheme
* Receipt of opportunities to make submissions; or
* That engagements or work of any kind or quantity will be offered.

## 4.3 Performance Management

### 4.3.1 Supplier’s responsibilities in Performance Management

Suppliers should have in place a system for the monitoring, tracking and management of the Supplier’s own performance on contracts procured through the Scheme.

The system is to enable the Supplier to:

* Arrange to schedule proactively and attend face to face quarterly Consultant Performance meetings with the NSW Government’s Project Manager (who are prequalified Project Managers and Project Directors on this Scheme). Prequalified Project Managers and Project Directors will follow this process by meeting directly with the client Agency to discuss the Supplier’s performance.
* Manage the receipt and storage of completed of Consultant Performance Reports (CPR) signed by the NSW Government. Similarly, Project Managers and Project Directors will manage the receipt of Project Manager Performance Reports and Project Director Performance Reports respectively, which have been provided by the NSW Government
* Manage the receipt and storage of completed and signed copies of CPRs provided by the Client’s Project Manager. The Supplier is to request the completion of any outstanding or incomplete CPRs from the Client’s Project Manager. (Note that the Client’s Project Manager is required to promptly provide copies of CPRs to the Supplier on request)
* Review performance status and trends of all contracts at an executive level including analysis of performance status and trends on individual contracts.
* Identify performance issues requiring resolution and or improvement including deciding on and implementing corrective actions.
* Review of Supplier’s own system for performance monitoring, tracking and management by the executive including the implementation of improvements.

### 4.3.2 Government’s responsibilities in Performance Management

Suppliers included on the Scheme may be subject to a process of continuous monitoring and review in all matters related to the Scheme including the Supplier’s performance and project outcomes.

The monitoring is not exclusive to work arranged by the NSW Government. For example, if the Supplier was found guilty of professional misconduct, this will be considered by the NSW Government even if the misconduct occurred in a different jurisdiction. Government agencies have agreed to exchange information on the performance of Suppliers.

This monitoring may include, but may not be limited to:

**Legal Capacity**

* Ethical business practices, including compliance with NSW Government Supplier Code of Conduct
* SafeWork NSW notices or on-the-spot fines issued to the Supplier on any of its contracts
* Convictions or prosecutions for workplace safety or environmental law breaches
* If the Supplier has been found guilty of professional misconduct
* Failure to obey an adjudicator’s determination under Building and Construction Industry Security of Payment Regulation 2020 (NSW), subject to other legal rights.
* If the Independent Commission Against Corruption (or an equivalent body in a jurisdiction in Australia), within the previous 10 years, has made a finding or has been of the opinion that the supplier has engaged in corrupt conduct.
* If the Supplier has made one or more false declarations.

**Financial Capacity**

* Financial Performance, specifically if the Supplier remains a financially viable business.
* Whether the supplier is bankrupt or insolvent.

**Commercial Ability**

Tendering Performance on submissions including whether the Supplier has:

* Declined submission opportunities offered without providing valid reason.
* Failed to make a submission without providing any valid reason after having accepted the submission opportunity.
* Made late submissions.
* Made qualified, non-complying or uncompetitive submissions.
* The preparation of proper and conclusive accident and incident reports on any of the Supplier’s contracts in NSW
* The level of appropriateness of corrective actions implemented by the Supplier following the report of a serious WHS event related to the Consultant's work.
* Results of any Quality or WHS Management System audits conducted for or on behalf of any NSW Government Agency or by any properly credentialed Auditor or Auditor group.
* The Supplier’s compliance with its own business management systems, an whether these systems are kept updated in line with certification/accreditation requirements.

**Technical Ability**

* Project outcomes of projects delivered by the Supplier.
* Client satisfaction on projects delivered by the Supplier.
* Consultant Performance Report (CPRs)
* Project Manager Performance Reports
* Project Director Performance Reports

## 4.4 Changes to Entity’s Status

### 4.4.1 Changes to Entity’s Circumstances

* Suppliers must immediately inform the Scheme Owner of any substantial change in their financial capacity and ownership status.
* Suppliers can update their business details by accessing their [Supplier Hub account](https://buy.nsw.gov.au/suppliers)
* Suppliers must advise of a change in status by writing with full details to: [consultant.prequal@pwa.nsw.gov.au](mailto:consultantprequal@finance.nsw.gov.au)

### 4.4.2 Changes to Entity Status

An Entity that changes its ABN/ACN is deemed to be a new Entity, therefore must re-apply for Scheme prequalification/s.

The Entity that is no longer registered on the ABR/ASIC Register will be suspended from the Scheme.

In case of Entity’s name change, where the ABN remains the same, only the new Entity’s name details must be updated by logging into the [Supplier Hub account](https://buy.nsw.gov.au/suppliers).

## 4.5 Reporting

### 4.5.1 Quarterly Reporting

Effective 1 November 2022, the top 50 Suppliers (by spend) of IA Services to the NSW Government are required to submit a Report of Engagements to NSW Procurement every 3 months. Suppliers will generally be notified if they are a top 50 Supplier in respect of a given year by December each year. Data must be provided within the Supplier Report of Engagements template, available via the [buy.nsw](https://buy.nsw.gov.au/resources/infrastructure-advisory-services) website.

Information contained within the Report of Engagements may be shared between NSW Government entities.

Suppliers agree to produce any additional reports or provide additional information requested by NSW Procurement/Treasury related to an engagement undertaken under the Scheme, as required.

## 4.6 Suspension and Removal from the Scheme

### 4.6.1 Temporary suspension from the Scheme

The NSW Government may suspend a Supplier from the Scheme for any non-compliance with the conditions set out in this document, noting:

The NSW Government is not obliged to advise the Supplier before deciding to suspend.

The suspension will remain in force until the Supplier addresses the reasons for the suspension.

Invitations to submissions will not be offered to the Supplier during the period of suspension.

The Supplier will receive notification of the suspension by an automated email sent to the nominated contact person on the Supplier Hub account.

There are two types of supplier suspensions for this scheme:

1. Non-compliance suspensions

These are temporary in nature. A supplier can be suspended for breaching schemes rules or unsatisfactory performance.

1. Poor conduct suspensions

These include prosecution for work health and safety breaches, corrupt conduct, breaches of the Corporations Act, company insolvency or substantiated poor contract performance.

Poor conduct suspensions are permanent and result in suspension across the buy.nsw ecosystem including any other scheme memberships.

Specific reasons for suspension may include:

* The supplier has acted in contravention to the NSW Supplier Code of Conduct
* The Supplier does not comply with reporting obligations of the Scheme set out in clause 4.5 of these Scheme Conditions
* The Supplier experienced an adverse change in capacity or capability.
* Failure to obey an adjudicator’s determination under Building and Construction Industry Security of Payment Regulation 2020 (NSW), subject to other legal rights.
* The supplier is bankrupt or insolvent.
* The supplier has made one or more false declarations.
* There has been a significant deficiency or persistent deficiencies in the performance by the supplier of any substantive requirement or obligation under a prior contract.
* The Independent Commission Against Corruption-ICAC (or an equivalent body in a jurisdiction in Australia), within the previous 10 years, has made a finding or has believed the supplier has engaged in corrupt conduct.

In the above, a reference to Supplier includes, if the supplier is a body corporate, a director and any other person involved in the management of the affairs of the body corporate.

If the actions required to end the suspension have been implemented the Supplier should provide full details, in writing, to [consultant.prequal@pwa.nsw.gov.au](mailto:consultantprequal@finance.nsw.gov.au)

The NSW Government will:

* Recommend further action to resolve the issue, or
* Remove the Supplier from the Scheme if the reason for the suspension cannot be resolved to the satisfaction of the NSW Government
* Reinstate the Supplier’s rights and benefits if the issue is resolved.

### 4.6.2 Removal from the Scheme

If a Supplier was suspended from the Scheme and the reason for the suspension cannot be resolved to the satisfaction of the NSW Government within 90 days, the Supplier will be removed from the Scheme.

If a Supplier is not satisfied with the decision made by the NSW Government regarding the Supplier’s suspension or removal from the Scheme, the Supplier may request a formal review or appeal the outcomes of the review.

For further information about review, appeals and complaints refer to section 5 of this document.

# 5 Reviews and Appeals

## 5.1 Review

If an Applicant is not satisfied with a decision about their Application or a decision about suspension or removal from the Scheme, the Applicant may request a formal review. The request for a formal review must be sought, in writing, within 20 business days of receipt of notification of the decision made by the NSW Government.

The Applicant must provide full details of the reasons for the request and, if applicable, include supporting documentation to [consultant.prequal@pwa.nsw.gov.au](mailto:consultantprequal@finance.nsw.gov.au)

Any person (or subordinate of that person) cannot participate in the review if they were involved in the making of the original decision.

## 5.2 Appeals

If an Applicant is not satisfied with the outcome of the review, the Applicant or Supplier may appeal the review decision by writing to: [consultant.prequal@pwa.nsw.gov.au](mailto:consultantprequal@finance.nsw.gov.au)

# 6 Other Terms and Conditions

## 6.1 Applicant's Acknowledgment

In applying, the Applicant agrees:

* To accept all Scheme conditions listed in this document.
* That lodging an Application will evidence the Applicant’s agreement to comply with the framework, system, guidelines, licencing requirements, and Scheme conditions if included on the Scheme.
* To provide the necessary authority to enable searches and enquiries to be carried out in relation to the application.
* To ensure their subcontractors, consultants and contractors comply with all relevant legal obligations.
* That any compliance breach may result in the termination of an engagement and/or suspension or removal from the Scheme.

## 6.2 Confidentiality and Exchange of Information

Information provided in an Application will be retained by the NSW Government, treated as commercial-in-confidence, and not disclosed to any other party unless legally required to do so, or to obtain legal or financial advice or as required for appeal.

Confidential information submitted with an Application may be subject to due diligence, investigation, reference checking, searches, interview, and enquiries. The NSW Government may engage a third party to undertake such actions. Prequalification information about a supplier is available to registered buyers on Supplier Hub. Details on the Supplier’s performance on individual engagements may be shared with other Agencies for the purpose of monitoring performance. Information provided by a Supplier in a Report of Engagements may be shared between NSW Government entities.

## 6.3 Publicity and Use of NSW Government Logo

The NSW Waratah logo is a registered trademark and the property of the NSW Government. It cannot be used by suppliers without authorisation.

The terms and conditions of a procurement contract are not sufficient to authorise the use of a trademarked logo.

If you have provided services to the NSW Government, you can reference this as part of your client portfolio with approval from your government agency client.

Suppliers are allowed to use text acknowledging inclusion on the Scheme through statements such as “Prequalified Supplier under NSW Government Scheme SCM1191 Consultants in Construction Scheme”.

## 6.4 Disclosure

In applying, the Applicant agrees to permit the NSW Government to:

Publish information about contracts awarded to the Applicant.

Disclose certain information in accordance with Division 5 of the [Government Information (Public Access) Act 2009](https://www.legislation.nsw.gov.au/#/view/act/2009/52).

## 6.5 Disclaimer

Any matter in relation to or concerning an Application or subsequent inclusion in the Scheme or otherwise, is at the Applicant’s sole risk. All costs, losses and expenses that may be incurred by the Applicant (or its employees, agents, contractors, or advisors) in any way associated with an Application or subsequent inclusion on the Scheme or otherwise will be borne entirely by the Applicant.

The NSW Government reserves the right at its absolute discretion to:

* Accept an Application, with or without additional conditions.
* Reject an Application
* Suspend or remove a Supplier from the Scheme.

In the exercise of such discretion, the NSW Government will not be liable for any costs or damages incurred by the Applicant or Supplier.

## 6.6 Precedence of Documents

When a Supplier is engaged to provide construction consultancy services, the agreement comprises the Scheme conditions and the contract (with terms agreed between the Supplier and the Agency).

These conditions do not form part of the contract between the Supplier and the Agency. In the event of any ambiguity or inconsistency between the two documents, the contract between the Supplier and the Agency will override the Scheme conditions.

Please note that agencies are recommended to use the IA contract framework when procuring under this scheme. Please refer to the [IA services category page](https://buy.nsw.gov.au/resources/infrastructure-advisory-services) on [buy.nsw](https://buy.nsw.gov.au/) for more details and copies of the IA contract framework.

## 6.7 Expiry of the Scheme

This Scheme will expire on 31 December 2025 and may be extended beyond that date.

# 7 Review and Development of the Scheme

The Scheme will be monitored by the NSW Government to assess whether the objectives and intent of the Scheme are being met. Modifications to any aspect of the Scheme may be made at any time and at the solely discretion of the NSW Government.

Modifications may also include a revision of the dollar threshold up to which this Scheme currently operates ($9M ex GST).

Modifications may further be triggered by events such as:

* Changes to government policies and government agency circumstances
* New requirements which necessitate the creation of new Work Categories depending on demand from buyers

Suppliers accept that modifications may be implemented in the future. Should modifications affect a Supplier’s Scheme compliance or ability to make submissions for future work this will be at the sole risk of the Supplier.

When such modifications occur Suppliers will be notified of any changes initiated by NSW Government that require specific actions from prequalified suppliers.

# 8 NSW Procurement Policy Framework

This section provides context about the applicable legislative and policy framework within which the Scheme operates.

Suppliers must comply at all times with all relevant laws and policies, including, but not limited to, those listed in this section. Breach of any relevant policies and/or laws may result in suspension or removal from the Scheme.

The [NSW Procurement Policy Framework](https://buy.nsw.gov.au/policy-library/policies/procurement-policy-framework) provides a consolidated view of government procurement objectives and the Procurement Board’s requirements as they apply to each step of the procurement process.

## 8.1 Procurement Board Directions

From time to time the NSW Procurement Board issues Directions under the [Public Works and Procurement Act 1912](https://www.legislation.nsw.gov.au/#/view/act/1912/45). These Directions determine the rules and guidelines around public sector procurement within the NSW Government. A library of all current Directions in force can be found on [the buy.nsw website.](https://buy.nsw.gov.au/policy-library/policy-library-search?form=wrapper&f.Policy+Type%7CPolicyType=board+directions&query=&profile=_default&show=true&action=557003&clive=procurement-nsw-library-web&collection=procurement-nsw-meta&sort=)

## 8.2 Enforceable Procurement Provisions (EPP)

Procurement Board Direction [PBD-2019-05 Enforceable Procurement Provisions](https://arp.nsw.gov.au/pbd-2019-05-enforceable-procurement-provisions) (EPP Direction) establishes legal requirements for NSW Government agencies arising from international procurement agreements. This includes how Government must engage with its Supplier market in a way that is fair, open and transparent to all Suppliers, including international Suppliers.

## 8.3 NSW Government Action Plan: A Ten-Point Commitment to the Construction Sector

The NSW Government recognises that it can only achieve its infrastructure objectives in partnership with the private sector, and that this depends on healthy ongoing competition between a capable field of construction firms, sub-contractors, and the industry supply chain – not just now, but for years to come.

The NSW Government aims to be a “best in class” client for the construction industry and its Suppliers. In return, it expects industry to meet the highest standards of integrity, quality, innovation, diversity and inclusiveness.

In 2018, [A ten point commitment to the construction sector](http://www.infrastructure.nsw.gov.au/media/1649/10-point-commitment-to-the-construction-industry-final-002.pdf) plan was issued to achieve these goals.

## 8.4 NSW Government Supplier Code of Conduct

The NSW Government strives to conduct sustainable and inclusive government procurement.

Our Suppliers are our partners in delivering the best social and commercial outcomes for the state of NSW and its citizens.

The NSW Government requires all Suppliers to comply with relevant standards of behaviour and must report findings of dishonest, unfair, unconscionable, corrupt or illegal conduct to the NSW Procurement Board. These requirements are essential to business confidence in the NSW Government’s procurement regime as well as public trust more broadly in the Government’s decision-making processes.

A minimum set of expectations and behaviours for doing business with NSW Government has been articulated in the [Supplier Code of Conduct](https://buy.nsw.gov.au/policy-library/policies/supplier-code-of-conduct). All Applicants and Suppliers to this Scheme must comply with it and must have a satisfactory record of compliance with the Code. This also includes ensuring that Suppliers and their subcontractors, consultants, and contractors comply with their legal obligations regarding their employees.

Suppliers must further comply with the [NSW Industrial Relations Guidelines: Building and Construction](https://www.industrialrelations.nsw.gov.au/industries/key-industries-in-nsw/building-and-construction/).

## 8.5 Financial Assessment

[Financial assessments](https://arp.nsw.gov.au/pbd-2013-01c-financial-assessments) are part of the due diligence process in awarding NSW Government contracts. They are used to check the financial capacity of the Supplier to complete Services or supply goods.

For this Scheme, financial assessments are not conducted as part of the prequalification process, however depending on the nature of the project, Agencies may engage a service provider prequalified under the SCM2491 to undertake such assessments.

## 8.6 Small and Medium Enterprise (SMEs)

The NSW Government is seeking to strengthen its construction supply chain. This will provide greater opportunities for SMEs. The Scheme Application process will identify small and medium businesses with the appropriate capability and capacity to participate in construction projects.

For further information refer to [the Procurement Board Direction PBD2019-03](https://arp.nsw.gov.au/pbd-2019-03-construction-procurement-opportunities-SME) on buy.nsw

## 8.7 Aboriginal Procurement Policy (APP)

The APP policy recognises that industry has a key role to play in broadening opportunities for Aboriginal people and that the NSW Government can use its relationship with business to deliver positive social outcomes. APP has been developed to create opportunities for Aboriginal owned businesses and encourage Aboriginal employment and training through the supply chain of NSW Government contracts.

The Scheme Application process will ask applicants if they are an Aboriginal business, as defined by the [Aboriginal Procurement Policy](https://buy.nsw.gov.au/policy-library/policies/aboriginal-procurement-policy) framework.

## 8.8 Skills and Training in Construction

The NSW Government has minimum levels of training for all major Government construction projects consistent with targets in the[Infrastructure Skills Legacy Program (ISLP)](https://www.training.nsw.gov.au/programs_services/funded_other/islp/index.html).

The ISLP provides an opportunity to create an on-going legacy for the people of NSW for employment, skills development, and diversity in the construction workforce. The ISLP also contributes to improving productivity by building capability and capacity of the construction workforce.

For more information, refer to [PBD-2023-01 Skills, training and diversity in construction](https://info.buy.nsw.gov.au/news/2023/new-board-direction-pbd-2023-01-skills-training-and-diversity-in-construction?mkt_tok=MDkyLVBRRS0zMzQAAAGNbdrcoh_vGrM96rnWXB8P8QfrSLcqLTZr-lbFJ0WVK65Cy9-LPKsKC-VVWmgn8JB0G1JXVoLR-yXdS8M-zL3XDBXlR-lCC6nBsb0)

## 8.9 Modern Slavery Legislation

The [Modern Slavery Act 2018](https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2018-030) (NSW) came into effect on 01 January 2022. The Act recognises that modern slavery is prevalent around the world and in NSW and sets out steps to ensure NSW is not contributing to these crimes.

Applicants and Suppliers to the Scheme are expected to comply with the [Modern Slavery Act 2018](https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2018-030) (NSW). Refer to the [Modern Slavery-and-Procurement link](https://info.buy.nsw.gov.au/resources/modern-slavery-and-procurement) on buy.nsw.

## 8.10 Disability Organisations

An Australian Disability Enterprise (ADE) is a not-for-profit organisation that employs people with disabilities. ADEs have the same working conditions as other employers, and they empower the disabled to contribute to their communities.

NSW Government agencies [are encouraged to buy from ADE organisations](https://buy.nsw.gov.au/buyer-guidance/source/select-suppliers/australian-disability-enterprises) where possible.

# 9 Infrastructure Advisory Services Frameworks

IA Services are engineering, technical, design and advisory services provided under a fee for service arrangement in relation to any stage in the infrastructure asset lifecycle, from concept through to commissioning (and where applicable the ongoing operations and maintenance of the asset) of all economic and social infrastructure assets for the NSW Government.

Procurement Board Direction [PBD-2022-02](https://arp.nsw.gov.au/pbd-2022-02-engagement-of-infrastructure-advisory-services-suppliers) applies to all IA engagements, including engagements outside of the schemes listed in this Board Direction.

IA services exclude:

* Advice relating to information and communications technology (ICT) infrastructure.
* All other non-infrastructure related advisory services, including, but not limited to, legal services and general consulting.

The IA Services frameworks provide structure and guidance in relation to IA Services managed by the NSW Government. It includes:

* The IA Services Commercial Framework
* The IA Services Contract Framework

The IA Service **Commercial** Framework assists achieving best value for money. It includes:

* Standardized resource and service types
* Capped daily resource rates.
* Discount structure
* Expenses policy

The framework is based upon 3 key elements and 3 key enablers:

|  |  |  |
| --- | --- | --- |
| Key elements | Commercial Framework | Description |
| Capped Daily Resource Rates | Maximum daily rates per engagement and role type |
| Daily rate capped based on a standard 8-hour day and in AUD (ex. GST) |
| Discount  Structure | Volume discounts based on contract value (including variations) |
| Discounts applicable to secondments where NSW Government uses IA service providers to augment current teams |
| Expenses | Defined standards on what expenses are billable |
| Standard cap on expenses as a percentage of total engagement cost |
| **Key enablers** | Resource Types | NSW Government standard 7 resource type definitions. Suppliers to provide rates as per NSW Government resource type definition guide |
| Service Types | NSW Government standard 55 service type definitions for Infrastructure Advisory Services |
| Resource Mix Guides | Provides resource mix guidance to all IA buyers and suppliers |

The IA Services **Contract** Framework

This framework includes procurement documents and contract templates for a standardised approach to risk allocation when buying infrastructure advisory services.

The framework also provides an ability for the parties to agree on special conditions under the contract and for project-specific circumstances.

There are two available template contracts:

* Short Form IA contract – for simple, low value, low-risk engagements, generally with a total contract value below $250,000 ex. GST
* Long Form IA contract – for complex, high value, high-risk engagement with a total contract value above $250,000 ex. GST

For more details on how the IA Service Contract Framework, please refer the [Infrastructure Advisory Services category page](https://buy.nsw.gov.au/resources/infrastructure-advisory-services) on [buy.nsw](https://buy.nsw.gov.au/resources/infrastructure-advisory-services).

# Appendix A - Terms and Definitions

|  |  |  |
| --- | --- | --- |
| Term | Definition | |
| [ABN](https://www.abr.gov.au/business-super-funds-charities/applying-abn) | Australian Business Number (ABN) is a unique number issued by the Australian Business Register (ABR) which is operated by the Australian Taxation Office (ATO) Under the A New Tax System *(Australian Business Number) Act 1999.* It identifies the business and is used in commercial transactions and dealings with the ATO. | |
| ACN | Australian Company Number (ACN) is a unique number issued by the Australian Securities and Investments Commission (ASIC) to every company registered under the Commonwealth Corporations Act 2001 as an identifier | |
| Agency | NSW Government agencies, and other clients using the Scheme. This includes State owned corporations, universities, local councils etc. (Agencies) | |
| Applicant | An entity that has applied for inclusion on the Scheme | |
| Assignment | Professional Services which deliver specified project outcomes with agreed payments triggered by the delivery of those outcomes or defined deliverables. The risk of the assignment is borne by the supplier. | |
| buy.nsw | The central repository for all NSW Government procurement, <https://buy.nsw.gov.au> | |
| Certified Consultants | Prequalified Consultants included on the Scheme SCM1191 who can complete Engagements over $250,000 but below $9M ex GST | |
| Construction Services | Services relating to construction of buildings or works, including   1. pre-erection works 2. construction works 3. repairs, alterations and restorations. | |
| Contract Performance Report (CPR) | A report completed using the NSW Government’s CPR template or accepted method | |
| Engagement | A contract completed by a Supplier for a specific Agency, where the Supplier has signed an agreement with the Agency. The value of the Engagement is the total fee of the consultant charged to the Agency | |
| Enforceable Procurement Provisions (EPPs) | The [Procurement (Enforceable Procurement Provisions) Direction 2019](https://buy.nsw.gov.au/policy-library/policies/enforceable-procurement-provisions) under the Public Works and Procurement Act 1912 | |
| Framework | NSW Procurement Policy Framework - the suite of legislation, policies, Board Directions and other rules that apply to procurement in NSW (including construction procurement) | |
| Government | New South Wales Government | |
| Infrastructure Advisory Services | Engineering, technical, design & advisory services provided under a fee for service arrangement in relation to any stage in the infrastructure asset lifecycle from concept through to commissioning (and where applicable the ongoing operations and maintenance of the asset) of all economic and social infrastructure assets for the NSW Government. |
| Professional Services | Professional Services are a type of external labour used by agencies for specialist advice and assistance. They are provided by external service providers, including consultants.  Professional Services don’t include recurring services delivered for more than a year, for example, repairs, maintenance and technical support services. | |
| Regional NSW | Includes all areas within NSW outside the Newcastle, Sydney and Wollongong metropolitan areas | |
| Registered Consultants | Prequalified Consultants included on the Scheme SCM1191 who can complete Engagements up to $250,000 ex GST | |
| SCM1191 | Supplier Prequalification Scheme for Consultants in Construction below $9M ex GST | |
| Secondment | Professional Services where there is no defined deliverable and NSW Government is responsible for providing directions and managing the daily work of the resources. In this case, Suppliers are responsible for the skills, experience and capabilities of the resources during the engagements and will invoice NSW Government on a time and materials basis | |
| Small and Medium Enterprise | An Australian or New Zealand based enterprise with fewer than 200 full time equivalent (FTE) employees | |
| Supplier | An entity that has been included on the Scheme to provide construction related consulting services valued below $9M ex GST | |
| Supplier Hub (formerly eTendering) | The buy.nsw Supplier Hub is a place for buyers and suppliers of products and services to connect and view current open tenders and prequalification schemes | |
| The government Agency responsible for the Scheme | NSW Public Works (NSWPW) | |
| Work Categories | A system to classify similar types of services, refer to section 2 of this document for all Work Categories available under this Scheme | |
| Services | Construction related consulting services valued below $9M ex GST | |

# Appendix B – Commercial and Technical Ability Requirements for each Work Category

Project Director (Work Category 335)

The commercial ability of the Applicant will be assessed based on the criteria below. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Experience: Nominated Key Personnel with **minimum five** years’ experience during the last **eight years** in similar role in **construction** projects, including in coordinating consultants in key project planning activities such as:   * Value management studies * Financial and Economic appraisals * Specific planning and supporting studies e.g., heritage, traffic planning. * Project feasibility costing studies and options. * Environmental impact statement * Communication/stakeholder consultation * Change management planning. * Gateway Reviews * Cross agency impact statement * Risk management plan | * Tertiary qualifications in Engineering, Architecture, Construction Management or Project Management, such as Diploma of Project Management, Certified Practising Project Director (CPPD) with the Australian Institute of Project Management (AIPM) or any other equivalent qualification or a higher qualification level specific to Project Management * Nominated Key Personnel with **minimum five** years’ experience during the last **eight years** in similar role in **construction** projects. * Recent demonstrated experience with projects designed to improve service delivery, reduce capital and operational costs, and increase financial viability. * Recent demonstrated experience leading and directing all phases of construction from business case development to post-occupancy completion for high-value and high-risk projects. * Recent demonstrated experience with the NSW Government’s Infrastructure Investor Assurance Framework, including preparing business cases. * Demonstrated experience in delivering projects to the level of risk and complexity equivalent to Tier 1 and 2 as defined under the NSW Government [Infrastructure Investor Assurance Framework](https://infrastructure.nsw.gov.au/investor-assurance/project-assurance/) * Capability to lead and manage complex stakeholder issues. * High level of analytical skills, including the ability to analyse and interpret information from different sources to identify issues and risks, and formulate strategies to address them. * High level of conceptual, skills including the ability to formulate project plans, and strategy within a complex service delivery environment. * Excellent interpersonal skills, including demonstrated ability to facilitate the development of long-term partnerships with stakeholders and client focus. * High level of people management skills and the capacity to lead both reporting staff and external consultants to achieve high levels of performance |

Project Management (Work Category 313)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |
| Workplace Health and Safety (WHS) requirements:  Evidence of Certification to ISO 45001 through an organisation listed by JAS-ANZ (copy of current certification is acceptable) or  Staff having relevant qualifications in managing safety with a Certificate IV in WHS or above such as a diploma. Copies of transcripts and academic records are required to demonstrate evidence to this requirement.  Internal WHS manual/procedures/plans will NOT satisfy the requirements of this section. | Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification.  Demonstrated ability to implement the NSW Government Procurement System for Construction. | Demonstrated at least **two years** of relevant experience delivering contracts with the value of the Applicant’s fees **above $250K** within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification.  Demonstrated ability to implement the NSW Government Procurement System for Construction. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Formal qualifications relating to project management, such as a university degree in project management, a higher education qualification with a substantial project management component, a BSB51407 Diploma of Project Management or equivalent qualification, a Certified Practicing Project Practitioner (CPPP) by Australian Institute of Project Management (AIPM), PRINCE2 practitioner, PMP (certified project management professional) by Project Management Institute * Experience and ability to undertake the role of the Principal's representative. * Desirable: Completed [GC 21 cooperative based contracting training](https://buy.nsw.gov.au/training/gc21-training-for-suppliers), and can provide evidence of the course attended * Desirable: Experience with GC21 contracting suite. | * Formal qualifications relating to project management, such as a university degree in project management, a higher education qualification with a substantial project management component, a BSB51407 Diploma of Project Management or equivalent qualification, a Certified Practicing Project Practitioner (CPPP) by Australian Institute of Project Management (AIPM), PRINCE2 practitioner, PMP (certified project management professional) by Project Management Institute * Experience and ability to undertake the role of the Principal's representative. * Desirable: Completed [GC 21 cooperative based contracting training](https://buy.nsw.gov.au/training/gc21-training-for-suppliers), and can provide evidence of the course attended * Desirable: Experience with GC21 contracting suite. |

Project Manager Planning and Delivery – Health Infrastructure (Work Category 336)

Same requirements as for Work Category 313.

Applicants must demonstrate that they have relevant experience delivering services in this Work Category for **health-related capital works** projects.

Refer to sections 2.1 Management and 3.1 of this document for specific Work Category description.

Value Management Facilitators (Work Category 328)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years** of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the **Applicant’s Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in conducting value management studies, including in accordance with AS 4183 or equivalent * Expertise in preparing value management reports (one sample report to be submitted with the application based on work completed within the last three years) * Desirable: Evidence of membership of a relevant professional body, such as the Institute of Value Management Australia (IVMA). | * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in conducting value management studies, including in accordance with AS 4183 or equivalent * Expertise in preparing value management reports (one sample report to be submitted with the application based on work completed within the last three years) * Desirable: Evidence of membership of a relevant professional body, such as the Institute of Value Management Australia (IVMA). |

Town Planning (Work Category 208)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years** of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications: Nominated Key Personnel with qualifications appropriate for the delivery of town planning services to **capital works projects** * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in the preparation of town planning documentation in accordance with planning legislation * Experience delivering projects in line with Part 5 of the EP&A Act and the Infrastructure SEPP * Desirable: Evidence of membership of a relevant professional body, such as the Planning Institute of Australia. | * Qualifications: Nominated Key Personnel with qualifications appropriate for the delivery of town planning services to **capital works projects** * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in the preparation of town planning documentation in accordance with planning legislation * Experience delivering projects in line with Part 5 of the EP&A Act and the Infrastructure SEPP * Desirable: Evidence of membership of a relevant professional body, such as the Planning Institute of Australia. |

Quantity Surveying (Work Category 301)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years** of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Evidence of qualifications in an approved degree for Member Grade membership of the Australian Institute of Quantity Surveyors * Professional Member of The Australian Institute of Quantity Surveyors (AIQS) * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in **capital projects** (public or private). * Demonstrate sound understanding of capital works project life cycle and experience in all project phases including master-planning, feasibility study, design and construction phases of the project * Extensive expertise in cost management of projects. | * Evidence of qualifications in an approved degree for Member Grade membership of the Australian Institute of Quantity Surveyors * Professional Member of The Australian Institute of Quantity Surveyors (AIQS) * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in **capital projects** (public or private). * Demonstrate sound understanding of capital works project life cycle and experience in all project phases including master-planning, feasibility study, design and construction phases of the project * Extensive expertise in cost management of projects. |

Compliance and Certification (Work Category 216)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

Applicants for this Work Category should refer to [NSW Fair Trading website](https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/preparing-to-build-and-renovate/what-certifiers-do) for more information about the registration process for building certifiers. This website also lists the various certifier categories, including Building Surveyors.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years** of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Registered on the [NSW Fair Trading Building Certifiers Public Register](https://applications.fairtrading.nsw.gov.au/bdcregister/) * Hold qualifications appropriate for the delivery of compliance and certification services to **capital works projects** * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in undertaking compliance and certification roles to **capital works projects**. | * Registered on the [NSW Fair Trading Building Certifiers Public Register](https://applications.fairtrading.nsw.gov.au/bdcregister/) * Hold qualifications appropriate for the delivery of compliance and certification services to **capital works projects** * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in undertaking compliance and certification roles to **capital works projects**. |

Land Surveying (Work Category 225)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years** of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Registered on the [NSW Register of Surveyors maintained by the NSW Board of Surveying and Spatial Information (BOSSI)](https://onegov.nsw.gov.au/PublicRegister/#/publicregister/search/BOSSI) at [BOSSI](https://www.bossi.nsw.gov.au/) * BOSSI recognised qualification or equivalent and holder of a BOSSI Certificate of Competency. * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** within this Work Category. | * Registered on the [NSW Register of Surveyors maintained by the NSW Board of Surveying and Spatial Information (BOSSI)](https://onegov.nsw.gov.au/PublicRegister/#/publicregister/search/BOSSI) at [BOSSI](https://www.bossi.nsw.gov.au/) * BOSSI recognised qualification or equivalent and holder of a BOSSI Certificate of Competency. * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** within this Work Category. |

Property Assessment Surveys and Detailed Property Assessment Surveys (Work Category 226)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years** of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * At least Certificate IV qualification in Building and Construction or a Trade * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in this category. | * At least Certificate IV qualification in Building and Construction or a Trade * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** in this category. |

BCA and Access Consultants (Work Category 227)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications in Occupational Therapy, Building Surveying, Drafting, Architecture, or Social Science; or * Certificate IV in Access Consulting * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** within this category * Desirable: Membership with the Association of Access Consultants Australia. | * Qualifications in Occupational Therapy, Building Surveying, Drafting, Architecture, or Social Science; or * Certificate IV in Access Consulting * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** within this category * Desirable: Membership with the Association of Access Consultants Australia. |

Civil Engineering (Work Category 118)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Electrical - Building (Work Category 115)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice area relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice area relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Mechanical - Building (Work Category 116)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Demonstrated at least **two years**’ of relevant experience delivering contracts of any value within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Structural Engineering (Work Category 119)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Demonstrated at least **two years**’ of relevant experience delivering contracts of any value within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Fire Safety Engineering (Work Category 130)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Relevant accreditation under the [Fire Protection Accreditation Scheme (FPAS)](http://www.fpaa.com.au/fpas.aspx) * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Relevant accreditation under the [Fire Protection Accreditation Scheme (FPAS)](http://www.fpaa.com.au/fpas.aspx) * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Fire Services - Sprinklers (Work Category 117)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the Area of Practice relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Geotechnical Engineering (Work Category 109)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Degree in Hydrogeology and preferably membership of the relevant professional association * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category * Desirable: Evidence of membership of a relevant professional body. | * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Degree in Hydrogeology and preferably membership of the relevant professional association * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category * Desirable: Evidence of membership of a relevant professional body. |

Facade Engineering (Work Category 131)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the work category * Evidence of membership of a relevant professional body, for example Engineers Australia within an Area of Practice relevant to this Work Category (such as structural engineering). | * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the work category * Evidence of membership of a relevant professional body, for example Engineers Australia within an Area of Practice relevant to this Work Category (such as structural engineering). |

Acoustic Engineering (Work Category 132)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personne**l will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category * Evidence of membership of a relevant professional body, for example Engineers Australia within an Area of Practice relevant to this Work Category. | * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category * Evidence of membership of a relevant professional body, for example Engineers Australia within an Area of Practice area relevant to this Work Category. |

Hydraulic – including Town Gas, LPG and Fire Services (Work Category 111)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category, such as Diploma of Hydraulic Services Design   or civil/mechanical engineering degree with chartered professional engineers (CPEng) or registered on the NER   * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category * Evidence of membership of a relevant professional body, for example Engineers Australia. | * Qualifications relevant to the Work Category, such as Diploma of Hydraulic Services Design   or civil/mechanical engineering degree with chartered professional engineers (CPEng) or registered on the NER   * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category * Evidence of membership of a relevant professional body, for example Engineers Australia. |

Traffic & Transport Engineering (Work Category 124)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Demonstrated at least **two years**’ of relevant experience delivering contracts of any value within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Evidence of membership of Engineers Australia or another relevant professional body, such as the Australian Institute of Traffic Planning and Management Ltd (AITPM) or Transport Australia society or Institute of Transportation Engineers Australia & New Zealand Section Inc * Experience: Nominate Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Qualifications relevant to the Work Category, preferably a qualification accredited by Engineers Australia * Evidence of membership of Engineers Australia or another relevant professional body, such as the Australian Institute of Traffic Planning and Management Ltd (AITPM) or Transport Australia society or Institute of Transportation Engineers Australia & New Zealand Section Inc * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Electrical and Electronics Engineering (Work Category 133)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees below $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the practice area relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. | * Chartered Professional Engineers (CPEng) or registered on the National Engineers Register (NER) within the practice area relevant to this Work Category * Qualifications relevant to the Work Category and accredited by Engineers Australia * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** on engineering projects specific to the Work Category. |

Security Consultants & Security Equipment Specialist (500)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided evidence of appropriate **organisational** **Master License** as required in NSW Security Industry Act 1997.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Provided evidence of appropriate **organisational** **Master License** as required in NSW Security Industry Act 1997.  Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Provided evidence of appropriate **individual license** as required in NSW Security Industry Act 1997 * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category. | * Provided evidence of appropriate **individual license** as required in NSW Security Industry Act 1997 * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category. |

Architectural – General (Work Category 201)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided evidence to have in place a Nominated Architect as per Architects Act 2003 (NSW).  The Applicant **must** list all staff members who meet the requirements as per the Architects Act 2003 (NSW).  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Provided evidence to have in place a Nominated Architect as per Architects Act 2003 (NSW).  The Applicant **must** list all staff members who meet the requirements as per the Architects Act 2003 (NSW).  Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Nominated Key Personnel registered with the Architects Registration Board of NSW * Qualifications relevant to the Work Category as recognised by the Architects Registration Board of NSW * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category. | * Nominated Key Personnel registered with the Architects Registration Board of NSW * Qualifications relevant to the Work Category as recognised by the Architects Registration Board of NSW * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category. |

Architecture – Health (Work Category 203)

Same requirements as for Work Category 201.

Applicants must demonstrate that they have relevant experience delivering consultancy services in this Work Category for **health-related capital works projects**, including nursing homes.

Refer to section 2.5 Architectural of this document for specific Work Category description.

Architecture Planning and Delivery - Health Infrastructure (Work Category 220)

Same requirements as for Work Category 201.

Applicants must demonstrate that they have relevant experience delivering consultancy services in this Work Category for **health-related capital works projects**.

Refer to section 2.5 Architectural of this document for specific Work Category description.

Architecture – Education Primary and Secondary (Work Category 202)

Same requirements as for Work Category 201.

Applicants should demonstrate that they have relevant experience delivering **consultancy services** in this Work Category related to **capital works projects** for primary and secondary education facilities.

Refer to section 2.5 Architectural of this document for specific Work Category description.

Architecture – Education Tertiary (Work Category 200)

Same requirements as for Work Category 201.

Applicants should demonstrate that they have relevant experience delivering **consultancy services** in this Work Category related to **capital works projects** for tertiary education facilities.

Refer to section 2.5 Architectural of this document for specific Work Category description.

Architecture – Correctional (Work Category 204)

Same requirements as for Work Category 201.

Applicants should demonstrate that they have relevant experience delivering consultancy services in this Work Category related to **capital works project**s for correctional facilities.

Refer to section 2.5 Architectural of this document for specific Work Category description.

Architecture – Heritage (Work Category 219)

Same requirements as for Work Category 201.

Applicants should demonstrate that they have relevant experience delivering consultancy services in this Work Category related to office buildings, fit out and refurbishment, residences, industrial and commercial offices and non-specialist areas.

Refer to section 2.5 Architectural of this document for specific Work Category description.

Environmental Impact Assessment (Work Category 400)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the **Applicant’s organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Accreditation: Nominated Key Personnel preparing ecological assessment report must be accredited in using the Biodiversity Assessment Method if it is in the form of a Biodiversity Development Assessment Report   <https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/accredited-assessors>   * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category * Desirable: Evidence of membership of a relevant professional body, such as Environment Institute of Australia and New Zealand or International Association for Impact Assessment. | * Accreditation: Nominated Key Personnel preparing ecological assessment report must be accredited in using the Biodiversity Assessment Method if it is in the form of a Biodiversity Development Assessment Report   <https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/accredited-assessors>   * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category * Desirable: Evidence of membership of a relevant professional body, such as Environment Institute of Australia and New Zealand or International Association for Impact Assessment. |

Biodiversity/Ecological assessment (Work Category 401)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification  . | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification  . |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category * Hold a current scientific licence under Part 2 of the *Biodiversity Conservation Act 2016*, to undertake surveys in accordance with the [Scientific Licensing Policy](https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Licences-and-permits/scientific-licensing-policy-120942.pdf) * Hold a current Animal Research Authority and ensure that field survey methods will accord with the [NSW Department of Primary Industries’ guideline for wildlife surveys](https://www.animalethics.org.au/policies-and-guidelines/wildlife-research/wildlife-surveys) * Accreditation: Nominated Key Personnel preparing ecological assessment report must be accredited in using the Biodiversity Assessment Method if it is in the form of a Biodiversity Development Assessment Report * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category * Demonstrated experience and expertise in relevant species identification, and application of field survey standard methodology as per NSW Government guidelines * Desirable: Evidence of membership of a relevant professional body, such as Environment Institute of Australia and New Zealand or International Association for Impact Assessment. | * Qualifications relevant to the Work Category * Hold a current scientific licence under Part 2 of the *Biodiversity Conservation Act 2016*, to undertake surveys in accordance with the [Scientific Licensing Policy](https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Licences-and-permits/scientific-licensing-policy-120942.pdf) * Hold a current Animal Research Authority and ensure that field survey methods will accord with the [NSW Department of Primary Industries’ guideline for wildlife surveys](https://www.animalethics.org.au/policies-and-guidelines/wildlife-research/wildlife-surveys) * Accreditation: Nominated Key Personnel preparing ecological assessment report must be accredited in using the Biodiversity Assessment Method if it is in the form of a Biodiversity Development Assessment Report * Experience: Nominated Key Personnel with **minimum five years’** experience during the **last eight years** related to this Work Category * Demonstrated experience and expertise in relevant species identification, and application of field survey standard methodology as per NSW Government guidelines * Desirable: Evidence of membership of a relevant professional body, such as Environment Institute of Australia and New Zealand or International Association for Impact Assessment. |

Occupational Hygienists (Work Category 402)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Certified Quality Management System (QMS) | Not Mandatory | Mandatory |
| Certified Workplace Health and Safety Systems (WHS) | Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification.  Evidence of Certification to ISO 45001 through an organisation listed by JAS-ANZ (copy of current certification is acceptable) or  Staff having relevant qualifications in managing safety with a Certificate IV in WHS or above such as a diploma. Copies of transcripts and academic records are required to demonstrate evidence to this requirement.  Internal WHS manual/procedures/plans will NOT satisfy the requirements of this section. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category, preferably a qualification accredited by the Australian Institute of Occupational Hygienist * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category * Desirable: Evidence of membership of a relevant professional body, such as Australian Institute of Occupational Hygienist. | * Qualifications relevant to the Work Category, preferably a qualification accredited by the Australian Institute of Occupational Hygienist * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category * Desirable: Evidence of membership of a relevant professional body, such as Australian Institute of Occupational Hygienist. |

Consulting Arborist (Work Category 403)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category * Desirable: Evidence of membership of a relevant professional body, such as Arboriculture Australia. | * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category * Desirable: Evidence of membership of a relevant professional body, such as Arboriculture Australia. |

Bushfire Modelling (Work Category 404)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category | * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category |

Aboriginal Cultural Heritage (Work Category 405)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Minimum of a bachelor’s degree with honours in archaeology or relevant experience in the field of Aboriginal cultural heritage management * The equivalent of two years full-time experience in Aboriginal archaeological investigation, including involvement in a project of similar scope * Demonstrated ability to conduct a project of the scope required through inclusion as an attributed author on a report of similar scope. * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category. | * Minimum of a bachelor’s degree with honours in archaeology or relevant experience in the field of Aboriginal cultural heritage management * The equivalent of two years full-time experience in Aboriginal archaeological investigation, including involvement in a project of similar scope * Demonstrated ability to conduct a project of the scope required through inclusion as an attributed author on a report of similar scope. * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category. |

Dispute Managers (Work Category 337)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Quality Management System (QMS) | Not Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the Application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the Application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Tertiary qualifications in an engineering, architectural, building (including Quantity Surveying) or project management discipline. * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this work category * Extensive experience in contract management of building and infrastructure construction for NSW Government agencies * Extensive experience in resolution management of contractual claims, particularly through alternative dispute resolution processes * Desirable: Qualifications in alternative dispute resolution * Trained and experienced in relationship-based contracting including the GC21 General Conditions of Contract. | * Tertiary qualifications in an engineering, architectural, building (including Quantity Surveying) or project management discipline. * Experience: Nominated Key Personnel with minimum five years’ experience during the last eight years related to this work category * Extensive experience in contract management of building and infrastructure construction for NSW Government agencies * Extensive experience in resolution management of contractual claims, particularly through alternative dispute resolution processes * Desirable: Qualifications in alternative dispute resolution * Trained and experienced in relationship-based contracting including the GC21 General Conditions of Contract. |

Independent Safety Assessor (Work Category 406)

The commercial ability of the Applicant will be assessed based on the below criteria. For further information about each point and a detailed description of the Work Category to be used as reference for this Application, refer to sections 2 and 3.1 of this document.

|  |  |  |
| --- | --- | --- |
| Commercial Ability | Registered Consultant | Certified Consultant |
| Insurance cover | Mandatory | Mandatory |
| Quality Management System (QMS) | Not Mandatory | Mandatory |
| Workplace Health and Safety systems (WHS) | Mandatory | Mandatory |

The technical ability of the Applicant’s **organisation** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| Provided evidence of compliance with the [Independent Safety Assessor Requirements](https://www.transport.nsw.gov.au/industry/asset-standards-authority/find-a-standard/independent-safety-assessor-requirements-2) as published by the TfNSW Asset Standards Authority.  Evidence of Certification to ISO 45001 through an organisation listed by JAS-ANZ (copy of current certification is acceptable) or  Staff having relevant qualifications in managing safety with a Certificate IV in WHS or above such as a diploma. Copies of transcripts and academic records are required to demonstrate evidence to this requirement.  Internal WHS manual/procedures/plans will NOT satisfy the requirements of this section.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of any value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification. | Provided evidence of compliance with the [Independent Safety Assessor Requirements](https://www.transport.nsw.gov.au/industry/asset-standards-authority/find-a-standard/independent-safety-assessor-requirements-2) as published by the TfNSW Asset Standards Authority.  Demonstrated at least **two years**’ of relevant experience delivering contracts with the value of the Applicant’s fees above $250K within this category.  Provided **two separate** Client/ Referees Reports/CPRs for **fully completed** contracted engagements (signed by the entity that engaged the Applicant under the contract) of above $250K value delivered during the last three years from the application’s lodgement date.  Reports for combined/multiple work categories will not be considered valid for prequalification unless there is an appropriate description of services provided (50 words max) and quantification of contracted fees for each of the categories.  Referee reports for contracted engagements undertaken by the legal entity applying for prequalification must only be related to the ABN/ACN used for the application.  Referee reports for contracted engagements undertaken by any entity who is a related, associated, or subsidiary legal/business entity of the Applicant are not valid for prequalification |

The technical ability of the Applicant’s **Key Personnel** will be assessed based on:

|  |  |
| --- | --- |
| Registered Consultant | Certified Consultant |
| * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category | * Qualifications relevant to the Work Category * Experience: Nominated Key Personnel with **minimum five years’** experience during the last **eight years** related to this Work Category |