SCOPE OF SERVICES – BUILDING SURVEYING ADVISORY SERVICES

1. **Background**
   1. The Commonwealth requires the Consultant to provide specialist technical advice and assistance related to building surveying relating to the Defence estate.
2. **Commonwealth Objectives**
   1. The objective of the Services provided by the Consultant is to support the Commonwealth in relation to developing, delivering, operating and maintaining facilities and infrastructure. The role will require:
      1. review and assessment of building documentation and building design documentation for compliance with Defence policies and Statutory Requirements;
      2. research into building surveying best practice and assistance with policy development;
      3. representing the Commonwealth at stakeholder forums and committees;
      4. undertaking building surveys and audits for compliance with Defence policy and Statutory Requirements; and
      5. achievement of required time and quality outcomes.
   2. The specific scope of Services for an Engagement will depend on the circumstances that arise at that point in the estate lifecycle.
3. **Skills and Qualifications**.
   1. The Commonwealth requires suitably skilled persons to be offered by the Consultant, matched to the specific needs of the Services.
   2. The Consultant must ensure that:
      1. it, and any person who is engaged in the performance of the Services, who is required, in respect of an Engagement or under a Statutory Requirement, to be:
         1. for building surveyors - either:
            1. accredited or licenced as a building surveyor or building certifier in a State or Territory; or
            2. accredited under an Australian building surveying accreditation scheme (e.g the Australian Institute of Building Surveyors); and
         2. for building certifiers - accredited or licensed as a building certifier in each relevant State or Territory applicable to the Services,

is so accredited or licensed; and

* + 1. sufficient personnel with such accreditation and licenses are retained and available to perform the Services.
  1. The Consultant shall have and maintain the following skills for the term of the Engagement:
     1. a demonstrated understanding of the building approval requirements for the Defence estate detailed in the Manual of Fire Protection Engineering;
     2. demonstrated ability to review complex projects quickly and efficiently in a professional and objective manner;
     3. demonstrated ability to interpret and produce technical documentation, reports and assessments;
     4. demonstrated problem solving, analytical and conceptual skills to produce solutions to complex technical issues;
     5. well-developed oral and written communication skills and proven capacity to represent an organisation’s interests in a variety of different forums; and
     6. demonstrated ability to work under limited direction, applying priorities and organising a range of work activities to meet target dates.
  2. The Consultant must have and maintain for the term of the Engagement an in-depth understanding of all relevant Statutory Requirements and policy frameworks for the Services, including any relevant applicable Australian and international standards. These include:
     1. the Defence policy environment and the Defence website;
     2. the Manual of Fire Protection Engineering; and
     3. the National Construction Code - Building Code of Australia.

1. **Strategic, Advisory and Policy** 
   1. The Consultant must provide strategic, advisory or policy services in accordance with the timeframes outlined by the Commonwealth's Representative. These Services may include:
      1. research and development of estate engineering policies and associated documentation; and
      2. provision of building surveying advice to the Commonwealth and industry to assist in the delivery of building designs and works.
2. **Services**
   1. The Consultant must provide the following Services in accordance with the timeframes outlined by the Commonwealth's Representative:
      1. assessment of performance solutions, dispensation requests and comment on fire safety management strategies including associated supporting information;
      2. review and comment on building design documentation for compliance with Defence policies and Statutory Requirements;
      3. liaise with internal and external organisations and provide timely, accurate and professional advice in relation to building surveying policy and Statutory Requirements;
      4. conduct research into building surveying best practice and assist with policy development;
      5. prepare correspondence, briefs, reports and technical papers in the appropriate format;
      6. undertake building surveys and audits for compliance with Defence policy, building codes and Statutory Requirements;
      7. develop and deliver building surveying presentations as requested;
      8. representing the Commonwealth at stakeholder forums and committees;
      9. source other expertise as required to deliver the Services;
      10. assist the Defence fire safety engineering section as requested by the Commonwealth's Representative; and
      11. provision of expert advice in legal matters for the purposes of assisting the Commonwealth in resolving disputes.
3. **Meetings**
   1. The Consultant may be required to attend:
      1. project team meetings to provide infrastructure related building surveying policy and compliance advice;
      2. meeting with stakeholders to assist with understanding and resolution of building surveying issues; and
      3. infrastructure inspection and audit meetings including witness and commissioning tests to assess building compliance.
   2. The Consultant may be required to travel to Defence sites or other locations as part of delivering the Services.
4. **Deliverables**
   1. As specified for a particular Engagement including reports, presentations, papers, reviews and advices.
   2. The Consultant may be required to:
      1. research industry best practice regarding current and emerging building engineering practices and provide detailed reports and recommendations;
      2. develop and deliver building surveying presentations for Commonwealth staff and contractors; and
      3. prepare reports associated with building surveying activities.
5. **Interpretation** 
   1. Unless the context otherwise requires, capitalised terms in the Scope of Services or Brief will have the meaning given to them by the Defence Infrastructure Panel - Environment, Heritage and Estate Engineering 2020 - 2025 Terms of Engagement, Panel Conditions, Official Order, or the meaning given to them by the Commonwealth as published on the Defence website (<https://www.defence.gov.au/business-industry/procurement/panel-arrangements/dip-ehee>), from time to time.