SCOPE OF SERVICES – FIRE ENGINEERING SERVICES

1. **Background**
   1. The Commonwealth requires the Consultant to provide specialist technical advice and assistance related to fire safety engineering issues pertaining 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 fire safety engineering and building design documentation for compliance with Defence policies and Statutory Requirements;
      2. research into fire safety engineering best practice and assistance with policy development;
      3. representing the Commonwealth at stakeholder forums and committees;
      4. undertaking building audits for compliance with Defence policy and Statutory Requirements;
      5. participation in the evaluation of Tenders for Commonwealth projects and assistance with the preparation of Tender Evaluation Board Reports; and
      6. 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. 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. listed on the National Engineering Register for the Special Area of Practice of Fire Safety Engineering; or
         2. registered as a fire safety engineer with a State or Territory body,

is so listed or registered; and

* + 1. sufficient personnel with such listing or registration are retained and available to perform the Services throughout the Term.
  1. The Consultant shall have and maintain the following skills for the term of the Engagement:
     1. demonstrated ability to review complex projects quickly and efficiently in a professional and objective manner;
     2. demonstrated ability to interpret and produce technical documentation, reports and assessments;
     3. demonstrated problem solving, analytical and conceptual skills to produce solutions to complex technical issues;
     4. well-developed oral and written communication skills and proven capacity to represent an organisation’s interests in a variety of different forums; and
     5. 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 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 the Manual of Fire Protection Engineering and associated documentation; and
      2. provision of fire safety engineering 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 and administration of fire engineering briefs, fire engineering reports, performance solutions and 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 fire engineering/safety policy and Statutory Requirements;
      4. conduct research into fire safety engineering best practice and assist with policy development;
      5. prepare correspondence, briefs, reports and technical papers in the appropriate format;
      6. undertake building audits for compliance with fire safety engineering policy and Statutory Requirements;
      7. develop and deliver fire safety engineering presentations and assist with mentoring as requested;
      8. representing the Commonwealth at stakeholder forums and committees;
      9. participation in the evaluation of Tenders for Commonwealth projects and assistance with the preparation of Tender Evaluation Board Reports;
      10. source other expertise as required to deliver the Services; and
      11. assist the Defence fire safety engineering section as requested.
3. **Meetings**
   1. The Consultant may be required to attend:
      1. project team meetings to provide infrastructure related fire safety engineering policy and compliance advice;
      2. meetings with stakeholders to assist with understanding and resolution of fire safety engineering issues and participate in Defence Stakeholder Groups for the fire engineering brief process; and
      3. infrastructure inspection and audit meetings including witness and commissioning tests to assess fire safety 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 fire safety engineering practices and provide detailed reports and recommendations; and
      2. develop and deliver fire safety engineering presentations for Commonwealth staff and contractors.
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), from time to time.