SCOPE OF SERVICES – LOW VOLTAGE ELECTRICAL ENGINEERING SERVICES

1. **Background**
   1. The Commonwealth requires the Consultant to provide specialist technical advice and assistance related to low voltage electrical installations and systems on 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 low voltage electrical installations and systems design documentation for compliance with Defence policies and Statutory Requirements;
      2. research into low voltage electrical installations and systems best practice and assistance with policy development;
      3. representing the Commonwealth at stakeholder forums and committees;
      4. undertaking 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 during any stage of the lifecycle of a Defence estate infrastructure asset.
3. **Skills and Qualifications**
   1. 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 General Area of Practice of Electrical Engineering; or
         2. registered as an electrical 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 Commonwealth requires suitably skilled persons to be offered by the Consultant, matched to the specific needs of the Services. 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, in particular the Manual of Infrastructure Engineering Electrical (**MIEE**);
     2. the Wiring Rules AS/NZS3000:2018; and
     3. State / Territory Electrical Service Installation Rules.

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 Infrastructure Engineering Electrical and associated documentation for:
         1. Building Services;
         2. Uninterruptible Power Supply (**UPS**) Installations;
         3. Emergency and Standby Power Systems;
         4. Battery Systems;
         5. Power Factor Correction;
         6. Lighting;
         7. 60 Hz and 400 Hz systems; and
         8. any other low voltage electrical installations and systems as required; and
      2. provision of low voltage electrical engineering advice to the Commonwealth and industry to assist in the delivery of electrical designs and works.
2. **Services**
   1. The Consultant must provide the following specific Services in accordance with the timeframes outlined by the Commonwealth's Representative:
      1. assessment and administration of electrical engineering briefs, electrical engineering reports, performance solutions and dispensation requests and comment on electrical engineering management strategies including associated supporting information for low voltage installations and systems;
      2. review and comment on low voltage electrical 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 low voltage installations and systems, safety policy and Statutory Requirements;
      4. conduct research into low voltage installations and systems best practice and assist with Commonwealth policy development;
      5. prepare correspondence, briefs, reports and technical papers in the appropriate format;
      6. undertake audits for compliance with engineering policy and Statutory Requirements;
      7. develop and deliver 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 electrical engineering section as requested.
3. **Meetings**
   1. The Consultant will be required to attend:
      1. project team meetings to provide low voltage electrical engineering policy and compliance advice;
      2. meetings with stakeholders to assist with understanding and resolution of low voltage electrical engineering issues and participate in Defence Stakeholder Groups for the low voltage electrical engineering brief process; and
      3. inspection and audit meetings including witness and commissioning tests to assess low voltage electrical installations and systems safety and 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.
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.