**DEFENCE INFRASTRUCTURE PANEL – ENVIRONMENT, HERITAGE AND ESTATE ENGINEERING 2020-2027**

**ANNUAL PERFORMANCE REVIEW**

**PART 2**

**CONSULTANT PERFORMANCE ASSESSMENT – YYYY / YYYY**

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| **Instructions** |
| **Panellist**1. For each **active** or **completed** engagement during the reporting period of **01 July YYYY – 30 June YYYY** please compete an individual DIP-EHE Part 2 Consultant Performance Assessment document (e.g. if there are six projects there should be six separate word documents). *Please note: active or completed engagements only refer to direct arrangements with the Commonwealth. If you have been engaged by a managing contractor or sub-consultant, it is not required to be reported.*
2. Please name each word document using the following format:
	* Panellist Name – Service Category – Project Identification Number
	* E.g. JANZ – Contamination Management – EST20121400
3. Please ensure you provide accurate and up to date Commonwealth Contract Manager details.
4. Please complete the *Project Identifier Table* and *Part A* for each of the individual *Delivery Performance Expectations.*
5. Please provide detailed responses to each of the individual Key Performance Indicators (KPI) that addresses the specific Delivery Performance Expectation (if you respond with one word or a sentence the document will be returned for re completion).
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| **Instructions** |
| **Commonwealth Contract Manager**1. Please complete *Part B* for each of the individual *Delivery Performance Expectations.*
2. Do not delete the instructions throughout this document. Strike out where directed the response that is not applicable.
3. It is expected that if you disagree with the Consultants response your comments should have been discussed with them previously.
4. Please provide detailed narrative in response to the Consultants *Part A* self-assessment (if you respond with one word or a sentence the document will be returned for re completion).
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**Project Identifier Table**

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| Panel Member (Company Name): |  |
| Service Category: |  |
| Project Identification Number: |  |
| Project Title: |  |
| Commonwealth Agency: |  |
| Commonwealth Contract Manager - | Name: |
| Email: |
| Phone number: |

**Delivery Performance Expectations**

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| **Key Performance Indicator - *Service Delivery***1. The Consultant managed the delivery of the Services in accordance with the Contract (eg. met timeframes, was responsive);
2. The Consultant Material (e.g. deliverables) met the Brief; and
3. The Consultant Material was of a high quality and tailored appropriately.
 |
| **Part A: Consultants Response (to be completed by Panellist)** |
|  *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Service Delivery*** *ensuring you make reference to the 3 individual KPI points)*1. Insert response2. Insert response3. Insert response |
| **Part B: Commonwealth Contract Manager response**  |
| *Question 1: Do you agree with the consultant’s response? Agree / Disagree / Partially Agree (strike out the options not applicable)**Question 2: Please provide narrative in respect to your reasoning and in response to the Consultants self-assessment.**Question 3: Has the content of this review been discussed with the panellist previously? If ‘No’ please outline the reason why?**Yes / No (strike out the option not applicable)* |

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| **Key Performance Indicator - *Key People Management***1. Changes in Key People did not occur or when they did occur, such changes were managed in accordance with the Contract for each engagement;
2. Where changes occurred, the proposed replacement Key People were of equivalent experience, qualifications and expertise; and
3. Where changes occurred, they were effected without disruption to the Services or the Project.
 |
| **Part A: Consultants Response (to be completed by Panellist)** |
|  *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Key People Management*** *ensuring you make reference to the 3 individual KPI points)*1. Insert response2. Insert response3. Insert response |
| **Part B: Commonwealth Contract Manager response**  |
| *Question 1: Do you agree with the consultant’s response? Agree / Disagree / Partially Agree (strike out the options not applicable)**Question 2: Please provide narrative in respect to your reasoning and in response to the Consultants self-assessment.**Question 3: Has the content of this review been discussed with the panellist previously? If ‘No’ please outline the reason why?**Yes / No (strike out the option not applicable)* |

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| **Key Performance Indicator - *Schedule Management***1. The Consultant met the timeframes and milestones under each engagement;
2. The Consultant managed its efforts in accordance with the timeframes, milestones and program to minimize any possible slippage; and
3. Where changes to the timeframes, milestones and program occurred, the Consultant was responsive and proactive in minimising the impact of such changes.
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| **Part A: Consultants Response (to be completed by Panellist)** |
|  *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Schedule Management*** *ensuring you make reference to the 3 individual KPI points)*1. Insert response2. Insert response3. Insert response |
| **Part B: Commonwealth Contract Manager response**  |
| *Question 1: Do you agree with the consultant’s response? Agree / Disagree / Partially Agree (strike out the options not applicable)**Question 2: Please provide narrative in respect to your reasoning and in response to the Consultants self-assessment.**Question 3: Has the content of this review been discussed with the panellist previously? If ‘No’ please outline the reason why?**Yes / No (strike out the option not applicable)* |

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| **Key Performance Indicator - *Cost Management***1. The Consultant demonstrated a strong understanding of the scope of the engagement and managed changes to the scope of its Services in accordance with the Contract; any changes were in accordance with the Project Contracts; and
2. The Consultant managed its efforts in accordance with the Project budget.
 |
| **Part A: Consultants Response (to be completed by Panellist)** |
|  *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Cost Management*** *ensuring you make reference to the 2 individual KPI points)*1. Insert response2. Insert response |
| **Part B: Commonwealth Contract Manager response**  |
| *Question 1: Do you agree with the consultant’s response? Agree / Disagree / Partially Agree (strike out the options not applicable)**Question 2: Please provide narrative in respect to your reasoning and in response to the Consultants self-assessment.**Question 3: Has the content of this review been discussed with the panellist previously? If ‘No’ please outline the reason why?**Yes / No (strike out the option not applicable)* |

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| **Key Performance Indicator - *Contract Administration & Contract Compliance***1. The Consultant undertook all relevant Contract Administration functions and roles as defined within the contract for each engagement (e.g. substantiated payment claims);
2. The Consultant participated in Contract management discussions and agreed action items where non-compliance issues were identified;
3. The Consultant adhered to agreed action items resulting out of Contract non-compliance issues; and
4. The Consultant has engaged appropriately with Defence on performance related matters.
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| **Part A: Consultants Response (to be completed by Panellist)** |
|  *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Contract Administration & Contract Compliance*** *ensuring you make reference to the 4 individual KPI points)*1. Insert response2. Insert response3. Insert response4. Insert response |
| **Part B: Commonwealth Contract Manager response**  |
| *Question 1: Do you agree with the consultant’s response? Agree / Disagree / Partially Agree (strike out the options not applicable)**Question 2: Please provide narrative in respect to your reasoning and in response to the Consultants self-assessment.**Question 3: Has the content of this review been discussed with the panellist previously? If ‘No’ please outline the reason why?**Yes / No (strike out the option not applicable)* |

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| **Key Performance Indicator - *Quality***1. The Tenderer has integrated their existing quality assurance systems and processes with the requirements of each engagement;
2. The Tenderers quality assurance systems have demonstrated a benefit to each engagement;
3. The Tenderer has used their quality systems and processes to capture and analyse any issue that occurred during the engagement and then changed their internal processes if required to ensure the issue does not occur again.
4. The Tenderer has conducted continuous improvement activities that capture information at the project level to be used at the strategic panel management level; and
5. The Tenderer has submitted useful ‘Lessons’ to the Commonwealth.
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| **Part A: Consultants Response (to be completed by Panellist)** |
|  *(Please provide a detailed self-assessment on your performance as a panel member against the nominated Delivery Performance Expectation of* ***Quality*** *ensuring you make reference to the 5 individual KPI points)*1. Insert response2. Insert response3. Insert response4. Insert response5. Insert response |
| **Part B: Commonwealth Contract Manager response**  |
| *Question 1: Do you agree with the consultant’s response? Agree / Disagree / Partially Agree (strike out the options not applicable)**Question 2: Please provide narrative in respect to your reasoning and in response to the Consultants self-assessment.**Question 3: Has the content of this review been discussed with the panellist previously? If ‘No’ please outline the reason why?**Yes / No (strike out the option not applicable)* |