INDEPENDENT CONSULTANT GUIDELINES

Schools participating in the Australian Government Capital Grants Programme (CGP) and the Victorian Government Capital Funding Program must appoint an Independent Consultant to supervise and oversee all aspects of project implementation. The Independent Consultant should be a person who:

a) is a Victorian registered building practitioner or architect
b) has the appropriate skills, experience and qualifications to oversee the project
c) is not an employee or officer of the Approved Authority or the School
d) is not an employee or officer of any contractors or other persons carrying out work on the construction of the project
e) has an acceptable level of Professional Indemnity and Public Liability Insurance.
   (As a guide, all consultants should carry at least $5 million of Professional Indemnity Insurance and $20 million on Public Liability)

The Approved Authority or the School must enter into written contracts for the engagement of all contractors and/or consultants who are to carry out substantial parts of the project.

The written contract engaging the Independent Consultant must:

- clearly state the responsibilities of the parties to the contract; and
- include the condition that the Independent Consultant will ensure that the terms and conditions of all contracts with project contractors and consultants are complied with.

The Approved Authority or the School may not dismiss or engage any major contractor or consultant, including the Independent Consultant, without prior written notification from VIS BGA acknowledging the appointments.

The Approved Authority or the School may not make any alterations to the details of the approved project, including any material alterations which do not result in any change to the amount of the project cost or the Grant, without the endorsement of the Independent Consultant and prior written approval of VIS BGA.

Scope:

- Complete and endorse VIS BGA documentation as required
- Prepare tender documentation
- Manage the selection of appropriate tenders in consultation with the Approved Authority and/or School
- Ensure that the appropriate contracts are executed between the school and contractors and/or consultants, and that the terms and conditions of those contracts are complied with
- Collate the project construction requirements including budget, timelines and logical progression
- Identify evolving constrains or conditions that will or may impact on project delivery
- Certify all claims for payment by contractors and consultants
- Prepare and endorse Monthly Expenditure Reports to be submitted to VIS BGA
- Review, endorse and report on project variations
- Manage dispute resolution and contract defaults
- Review and manage the quality standards required from contractors
- Identify and manage all project risks
- Advise on government and statutory approvals
- Manage project completion and the hand-over process
- Provide an executed statement of project completion and final project cost within twelve weeks of the completion of the project.