



New South Wales Government

Procurement eBook

NSW Government Guidelines for construction projects

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Aboriginal Participation in Construction

Synopsis

The Guidelines apply to all government construction projects and activities involving demolition, building, landscaping, maintenance, civil engineering, mining and heavy engineering. This includes projects involving private-sector participation.

They also apply where the provision of an asset may be on land that is not owned by the Government e.g. land owned by a Local Aboriginal Land Council (LALC), or where the built asset will be owned by a non-Government entity, e.g. a LALC or other Aboriginal Corporation.

Content

- 1 The importance of Aboriginal participation in construction
- 2 Aboriginal participation in construction policy
- 3 Requirements for agencies and information for tenderers
- 4 Tender requirements

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/aboriginal_participation_in_construction.pdf

Resources

In accordance with Aboriginal Participation in Construction Guidelines, the following resources provide assistance to:

- tenderers and contractors preparing an Aboriginal Participation Plan; and
- agencies preparing background information for tenderers and contractors.

Guidance and Checklists

- *Working with Aboriginal Communities*
- *Guide for the Preparation of an Aboriginal Participation Plan*
- *Examples of Key Performance Indicators*
- *Checklists A-F*
- *Other Assistance Available*

Templates

- *Aboriginal Participation Plan*
- *Statement of Opportunities for Aboriginal Participation*
- *Management Statement of Support*

List of Aboriginal contractors

- *Aboriginal firms in NSW*

URL

The documents listed above are available on the Internet at:

www.managingprocurement.commerce.nsw.gov.au/system/index_procurement_guideline_documents.doc

Capital Project Estimating (for construction)

Applicable to:

These Guidelines apply to all NSW budget-dependent general government agencies. Other agencies and State Owned Corporations are encouraged to apply the principles in the Guidelines.

Synopsis

These Guidelines are provided to assist agencies obtain best value for money from capital investments by providing agencies with a structured approach to developing construction estimates and budgets for inclusion in the NSW Budget and for their management of project performance to meet the agreed budget.

Throughout, the need for appropriate project management is emphasised. This is for application from the development of the earliest project and program construction estimates to the preparation of the project budget. The aim is to ensure that the project budget is only exceeded in exceptional circumstances.

Content

- 1 Budget development overview
- 2 Budget development principles
- 3 Project governance and management
- 4 Project objectives, options and budget scope
- 5 Budget estimating and contingencies
- 6 Influences on budget development and outcomes

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/capital_project_estimating.pdf

Construction Procurement Valued to \$1M

Applicable to:

The Guidelines are issued under the NSW Government Procurement Policy, and were developed to assist NSW Government agencies, project managers engaged by agencies, and other entities to plan and deliver public sector built assets valued to \$1 million.

Synopsis

The scope extends from project definition to completion. It includes engaging service providers (including expert advisor and design consultants), design and documentation, and contract management at each stage of the design and construction of the works involved. It includes guidance on appropriate procurement system elements, practice, procedures and tools.

Content

- 1 Introduction
- 2 Project definition
- 3 Procurement strategy
- 4 Tender documentation
- 5 Service provider selection
- 6 Contract management
- 7 Project closeout
- 8 Evaluation

URL

[www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/construction_procurement_valued_to_\\$1m.doc](http://www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/construction_procurement_valued_to_$1m.doc)

Consultant Performance Reporting

and Exchange of Reports between Government Agencies

Applicable to:

These guidelines will assist both consultants and government agencies to continuously improve performance and outcomes within enterprises and on projects.

Synopsis

To facilitate continuous improvement by consultants and to monitor performance, government agencies need to acquire, maintain and exchange information about the performance of consultants on projects. A rigorous consultant reporting system is also an important tool to provide feedback to a consultant on its performance on each project.

A consultant performance management system needs relevant, up-to-date information. This information can be available if each agency prepares objective reports on the performance of each of its consultants using the standard criteria set out in these guidelines to assess performance. Agencies may add more criteria to meet their specific needs or to standardise reporting across different types of consultancies.

Content

- 1 What is consultant performance management?
- 2 Reporting
- 3 Preparation of a consultant performance report
- 4 Unsatisfactory performance report
- 5 Final performance report
- 6 Exchange of report information between government agencies

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/consultant_performance_reporting.pdf

Contractor Performance Reporting

and Exchange of Reports between Government Agencies

Applicable to:

These guidelines will assist both contractors and government agencies to continuously improve performance and outcomes within enterprises and on projects.

Synopsis

To facilitate continuous improvement by contractors and to monitor performance, government agencies need to acquire, maintain and exchange information about the performance of contractors on projects.

A rigorous contractor reporting system is also an important tool to provide feedback to a contractor on its performance on each project.

To be relevant, up-to-date information must be available. This can be achieved if each agency records, objectively and by reference to these guidelines, the performance of each of its contractors.

Content

- 1 What is contractor performance management?
- 2 Reporting
- 3 Preparation of a contractor performance report
- 4 Unsatisfactory performance report
- 5 Final performance report
- 6 Exchange of report information between government agencies

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/contractor_performance_reporting.pdf

Environmental Management Systems

Applicable to:

The guidelines apply to all government projects and activities concerned with demolition, building, landscaping, maintenance, civil engineering, process engineering, mining and heavy engineering.

Synopsis

This initiative is aimed at providing a systematic approach to the management of the environmental impacts of the construction industry within the context of the principles of Ecologically Sustainable Development.

The thrust of these guidelines is to make environmental management a part of the culture of organisations in the construction industry. Sound environmental practices above and beyond mere compliance with regulatory requirements will thus become integrated with day-to-day work practices. In this way, organisations can be recognised for their environmental performance.

Content

- 1 Summary: Why environmental management?
- 2 Government policy and its application
- 3 Accreditation of Environmental Management Systems
- 4 Environmental Management Plans
- 5 Environmental Management Systems
- 6 Key elements of an Environmental Management System
- 7 Optional elements of an EMS
- 8 What is required of agencies
- 9 Audit guidelines

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/ems_guidelines.pdf

Industrial Relations Management

Applicable to:

The policy and Guidelines apply to all government construction projects and activities concerned with demolition, building, landscaping, maintenance, civil engineering, process engineering, mining and heavy engineering.

Synopsis

The thrust of these Guidelines is:

- to make industrial relations management a part of the culture of enterprises in the construction industry, and
- to help improve industrial relations management on government projects and in the construction industry generally.

Sound industrial relations practices, beyond mere compliance with the established regulatory requirements, will thus become integrated with day-to-day work and management practices. In this way enterprises can be recognised for their superior industrial relations management performance.

Content

- 1 Why industrial relations management?
- 2 Government policy and its application
- 3 What is required of agencies?
- 4 Industrial relations strategy

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/industrial_relations_management.pdf

Insurance for Government Construction Projects

Applicable to:

These Guidelines are to provide assistance to:

- NSW Government agencies with the arrangements made for insurance for construction work involving external service providers; and
- contractors, consultants, insurers, insurance agents, insurance brokers and others in understanding the NSW Government approach to construction related insurance.

Synopsis

The Guidelines include consideration of the general types of risks that can be insured against together with the insurance involved, including the special arrangements required.

The Guidelines consider insurance as part of the overall risk management strategy used by agencies involved in construction with service providers external to the agency.

Content

- 1 Introduction
- 2 Definitions
- 3 Insured and insurer's duties
- 4 Risk management
- 5 General insurances
- 6 Special insurances
- 7 Obligations on completion of capital works
- 8 Evidence of service provider insurance

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/insurance_for_government_construction_projects.pdf

OH&S Management Systems

Applicable to:

These OHS Management Systems Guidelines apply to all NSW Government Construction Agency construction projects, and provide the framework for applying a systematic approach to the management of OHS.

Synopsis

The NSW Government Construction Agencies have agreed that construction contractors will be required to develop and implement OHS management systems and plans consistent with these Guidelines.

Content

1. Summary
2. Application of the Guidelines
3. What is an OHS management system?
4. Documenting a Corporate OHS Management System
5. Site-specific Safety Management Plans....

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/ohsms_guidelines.pdf

Resources

- *At a glance brochure: OHS Management Systems Guidelines*
- *Guidelines for Auditing Project OHS Management Plans*
- *How to prepare Site-specific Safety Management Plans and Safe Work Method Statements*

URL

The documents listed above are available on the Internet at:

www.managingprocurement.commerce.nsw.gov.au/system/index_procurement_guideline_documents.doc

Prequalification of Service Providers

Applicable to:

These guidelines set out a framework enabling NSW Government agencies to take a more consistent approach to the prequalification of service providers for construction and related work.

Synopsis

The guidelines cover the establishment and operation of prequalification schemes. They also facilitate the sharing of prequalified lists by agencies, which means that service providers may only need to prequalify once for any specific category of work.

The guidelines may be adapted to suit specific agency requirements. They may also be adapted for use on a specific project when an ongoing prequalification scheme is not used.

Content

- 1 Introduction
- 2 Benefits for government agencies and service providers
- 3 Prequalification process flowchart
- 4 Evaluation of options for obtaining service providers
- 5 Setting up and operating a prequalification scheme

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/prequalification_of_service_providers.pdf

Procurement methodology guidelines for construction

Applicable to:

These Guidelines are designed to assist NSW Government agencies seeking to procure construction works (including ancillary maintenance and operation) to select a suitable procurement methodology for management and tenders/contracting, as part of the procurement strategy, in accordance with the Procurement Policy. This methodology is required for particular projects but should be identified for all projects.

Synopsis

A procurement methodology outlines the key means by which the objectives of a project are to be achieved. The Guidelines describe the systems that constitute such a methodology that are commonly available and in use in project procurement, with their risks, benefits, advantages and disadvantages, and suggestions as to the systems that suit particular types of projects and project risks.

Content

- 1 Introduction
2. Components of a procurement methodology
3. Delivery, contract and management systems.

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/procurement_methodology.pdf

Quality Management System

Applicable to:

These Quality Management Systems Guidelines are designed to assist agencies and other customers in the subcontract delivery chain, and their service providers, in agency construction works (including ancillary asset maintenance and operation) procurement, by providing a framework, based on AS/NZS ISO 9001:2000 for applying a systematic approach to the management of quality.

Synopsis

The NSW Government relies on service providers that are committed to continual improvement in their efficiency and effectiveness. For this reason, the Government and its agencies seek service providers that take a systematic approach to the management of quality and in so doing better control and improve performance.

Content

- 1 Introduction
- 2 Requirements and application
- 3 System components
- 4 Requirements for agencies and other customers
- 5 Requirements for service providers
- 6 Accreditation of a service provider's quality management system
- 7 Audits

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/qms_guidelines.pdf

Appendices

- A Quality Management System documentation requirements guide*
- B Contract responsibilities for quality management*
- C Quality Management System assessment checklist*
- D Quality Management Plan assessment checklist*
- E Guideline for Inspection and Test Plans*
- F Typical contract and tender clauses and schedule*
- G Typical audit arrangements*

URL for Appendices

The documents listed above are available on the Internet at:

www.managingprocurement.commerce.nsw.gov.au/system/index_procurement_guideline_documents.doc

Tendering Guidelines

Applicable to:

The Guidelines apply to procurement undertaken by all agencies, including government departments, statutory authorities, trusts and other government entities.

State Owned Corporations under the State Owned Corporations Act are exempt although they are encouraged to use the Guidelines.

Synopsis

The Guidelines are designed to provide agencies with a structured approach to planning and implementing tendering and associated processes to complement those in the NSW Government *Code of Practice for Procurement*. In addition, they are intended to provide industry with an appreciation of the processes required to be undertaken by NSW Government agencies to ensure fairness and probity in tendering.

Content

- 1 Introduction
- 2 Planning the Tendering Process
- 3 Tendering Process
- 4 Tender Evaluation
- 5 Outcome of Tendering
- 6 Glossary of Terms

URL

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/tendering_guidelines.pdf

Training Management Guidelines

Applicable to:

The policy and guidelines apply to all government construction projects and activities concerned with demolition, building, landscaping, maintenance, civil engineering, process engineering, mining and heavy engineering.

Synopsis

The aim of these guidelines is:

- to facilitate the achievement of improved training management on government construction projects; and
- to make training and skills development a part of the culture of enterprises in the construction industry.

Contractors seeking to work on government construction projects will be required to develop and implement training management plans that are appropriate to the nature, size and capacity of their enterprise and projects.

Content

- 1 Why training management?
- 2 Government policy and its application
- 3 What is required of agencies?
- 4 Training Management Plan

URL

February 2009 version (for all contracts after April 2009)

www.dpc.nsw.gov.au/__data/assets/pdf_file/0008/43694/Training_Management_Guidelines.pdf

December 2000 version (for contracts prior to April 2009)

www.managingprocurement.commerce.nsw.gov.au/nsw_government_guidelines/training_management.pdf

